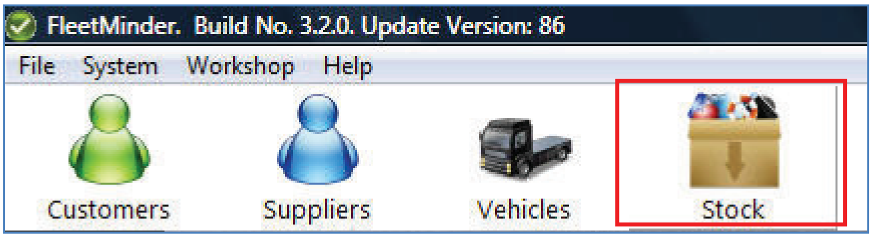
Chapter 6

Stock

Create a New Stock Item

Click ***Stock*** on top bar of buttons on main screen.



Stock Section

To enter a new stock item onto the system click ***New***.

New Stock Item

This will open the ***Stock Wizard***.

Stock Wizard

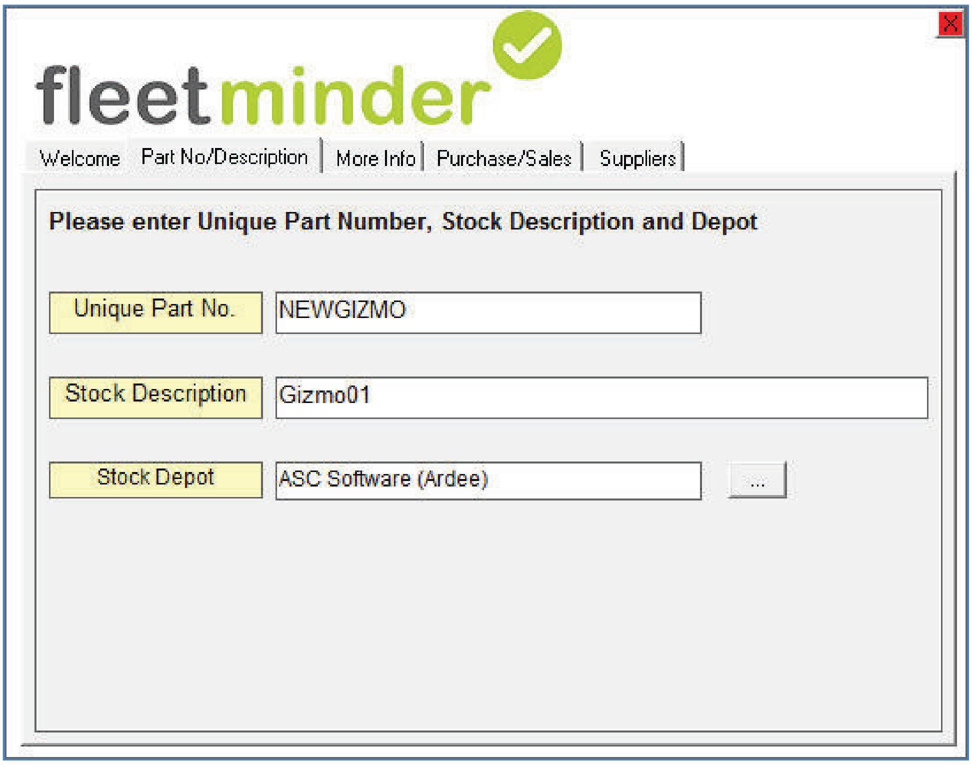
The first screen that appears notifies you of the information that you will need before you can complete adding a stock item to the system.

These items are:

- *Stock Description and Unique Part Number*
- *Product Information*
- *Purchasing and Sales Information*

If you do not have these items, click to exit the Stock Wizard.

If you have these items, click on the ***Part No/Description Tab*** to proceed to the next screen.

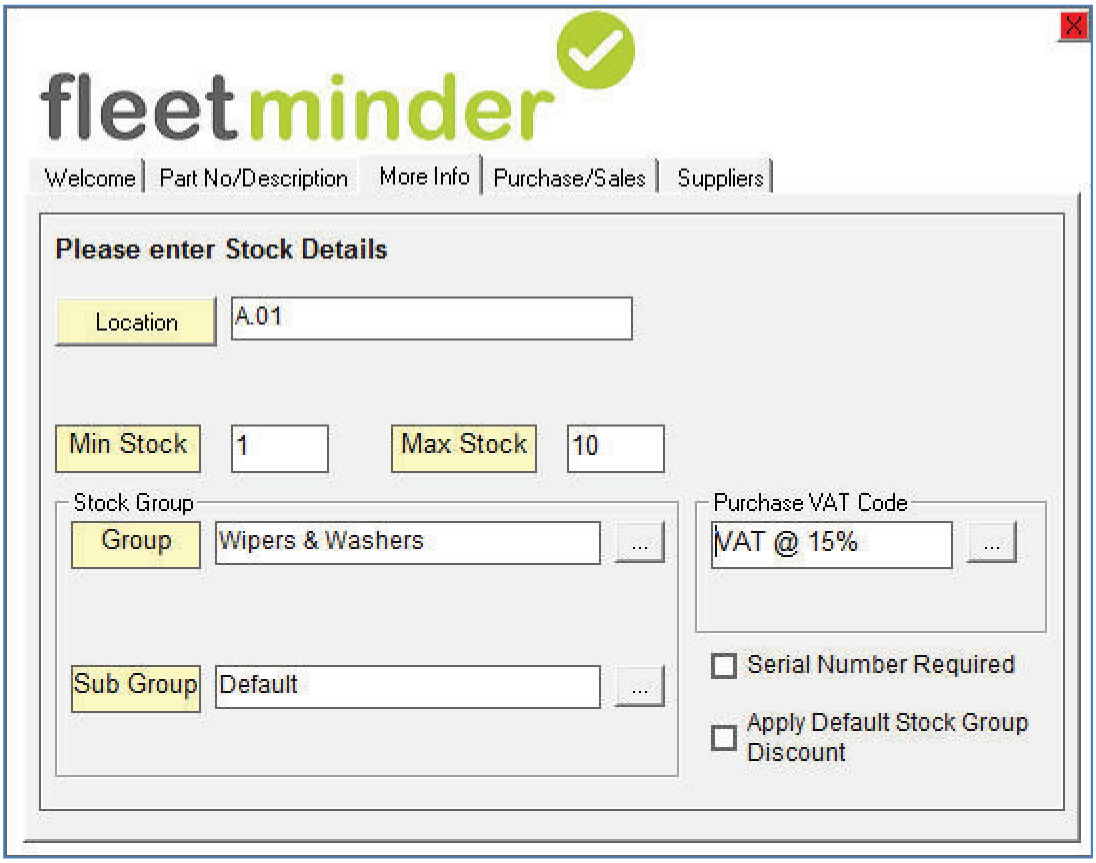


Part Number and Description

On the next screen, click the white box beside ***Unique Part No.*** and type in a unique identifying number for that stock part.

Click the white box beside ***Stock Description***.
Type in a detailed description of the stock item .

When you have filled in the fields, click ***on the More Info tab***.
If you wish to exit the Stock Wizard and not save any information, click .



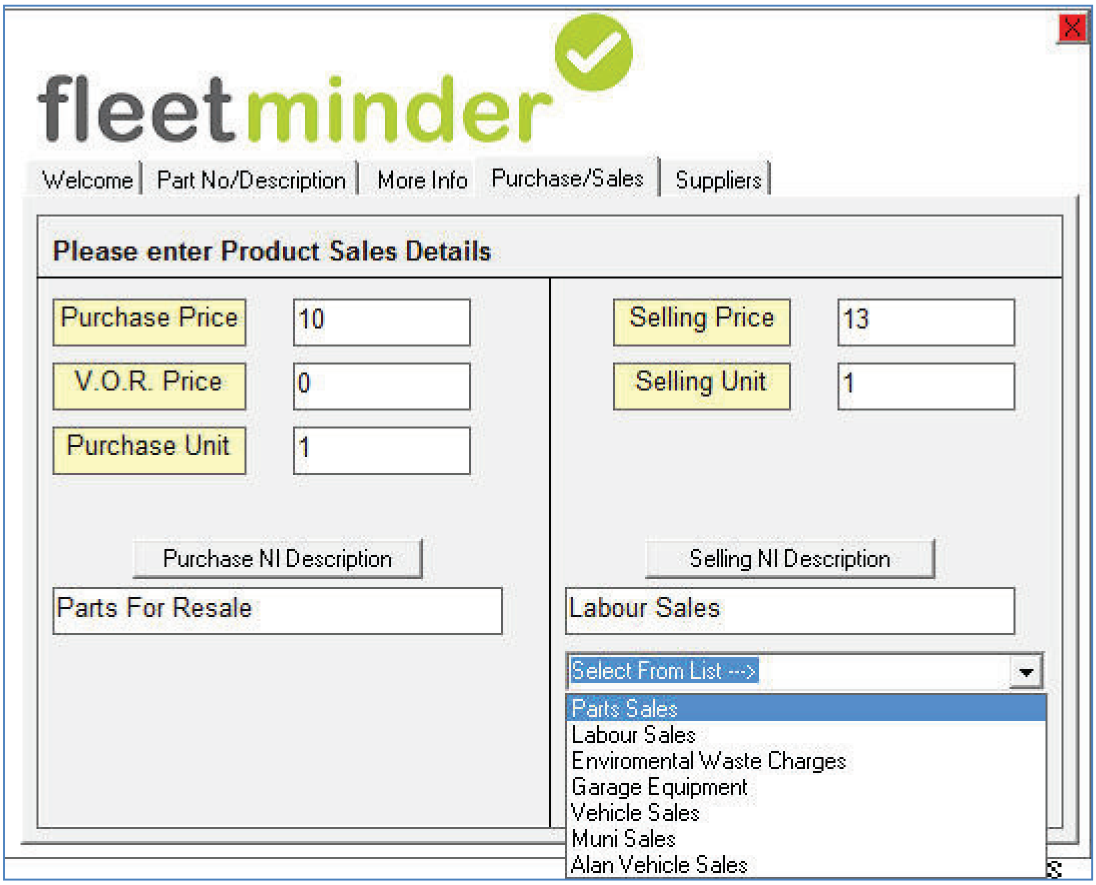
Stock Details

On the next screen, you must fill in the following fields:

- *Location*
- *Min Stock*
- *Max Stock*
- *Stock Group*
- *Stock Sub Group*
- *V.A.T. Code*

You can also tick the ***Serial Number Required*** box to ensure that a serial number is always written in whenever a unit of this product is received into stock.

Likewise, ticking ***Apply Default Stock Group Discount*** will ensure that the default stock group discount is always applied to this part number.



Purchase/Sales Details

On this screen you must enter the *Purchase Price*.

Optional fields that can be entered at this time are:

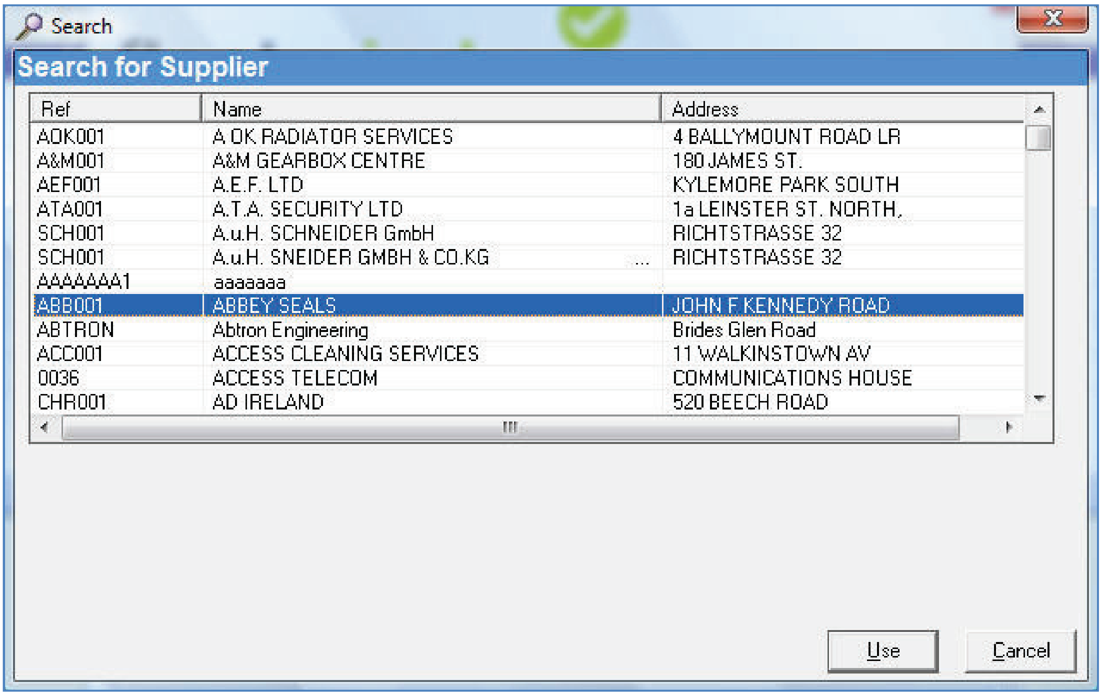
- *V.O.R. Price*
- *Selling Price*
- *Purchase Unit*
- *Selling Unit*
- *Purchase Unit*
- *Purchase Ledger Description*
- *Sales Ledger Description*

Click ***Suppliers*** once you have filled in all necessary details and to move onto the final screen

Click ***Cancel*** to exit the Stock Wizard without saving any of these details.

Click ***Back*** to go to the previous screen.

Finally, you must pick the Supplier of the product.



Select the Supplier

In the *Supplier* field, type in some or the entire name of the supplier you wish to find.

Press ***Enter***.

A grid of available Suppliers will appear.

Click the Supplier to highlight it and click ***Use***.

FleetMinder supports multiple suppliers for the same stock item, so to add another supplier for this stock item, repeat the steps above.

If you do not see the supplier you need in the list and wish to exit to repeat the search, click ***Cancel***.

Supplier Added

Click ***Save*** to save all the information to complete the generation of this stock item on the system.

Click  if you wish to exit the creation of this stock item.

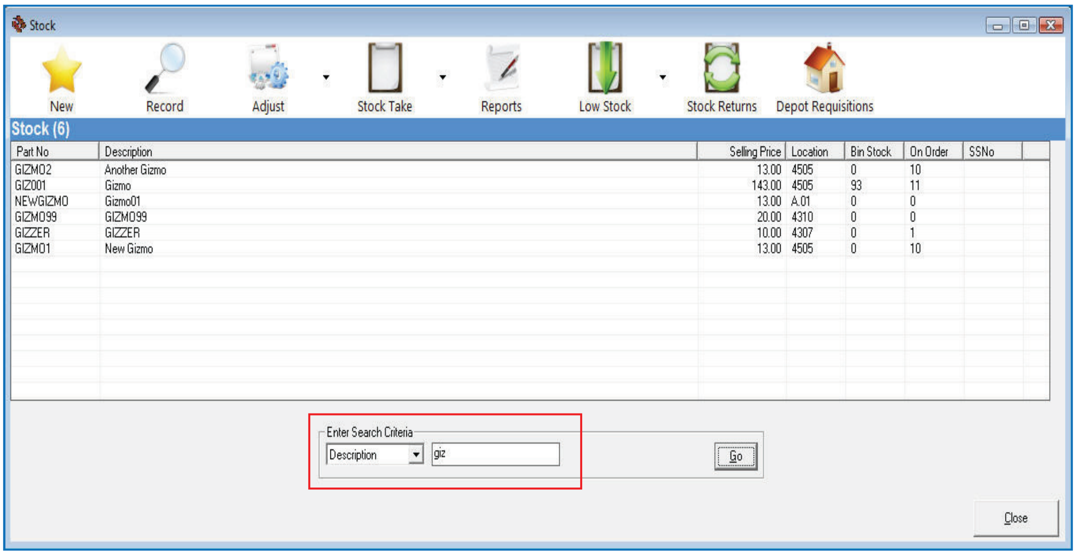
Click on the tabs if you wish to return to a previous screen to alter any of the details.

Part Added Successfully

A message will be displayed confirming that this item was successfully added to stock.

Search for a Stock Item

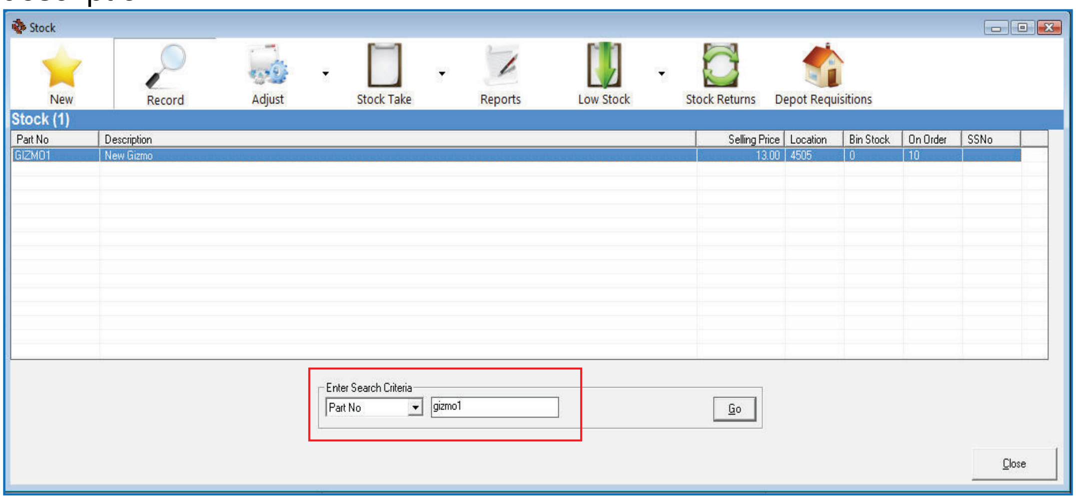
FleetMinder Stock section allows you to search for stock items by *Part No*. or by *Description*.



Search by Description

From the drop down box, select ***Description***.
In the text box provided type in part of, or, the entire description of the item that you are looking for then click ***Go***.

The system will retrieve all parts that have that sequence of letters in its description.



Search by Part Number

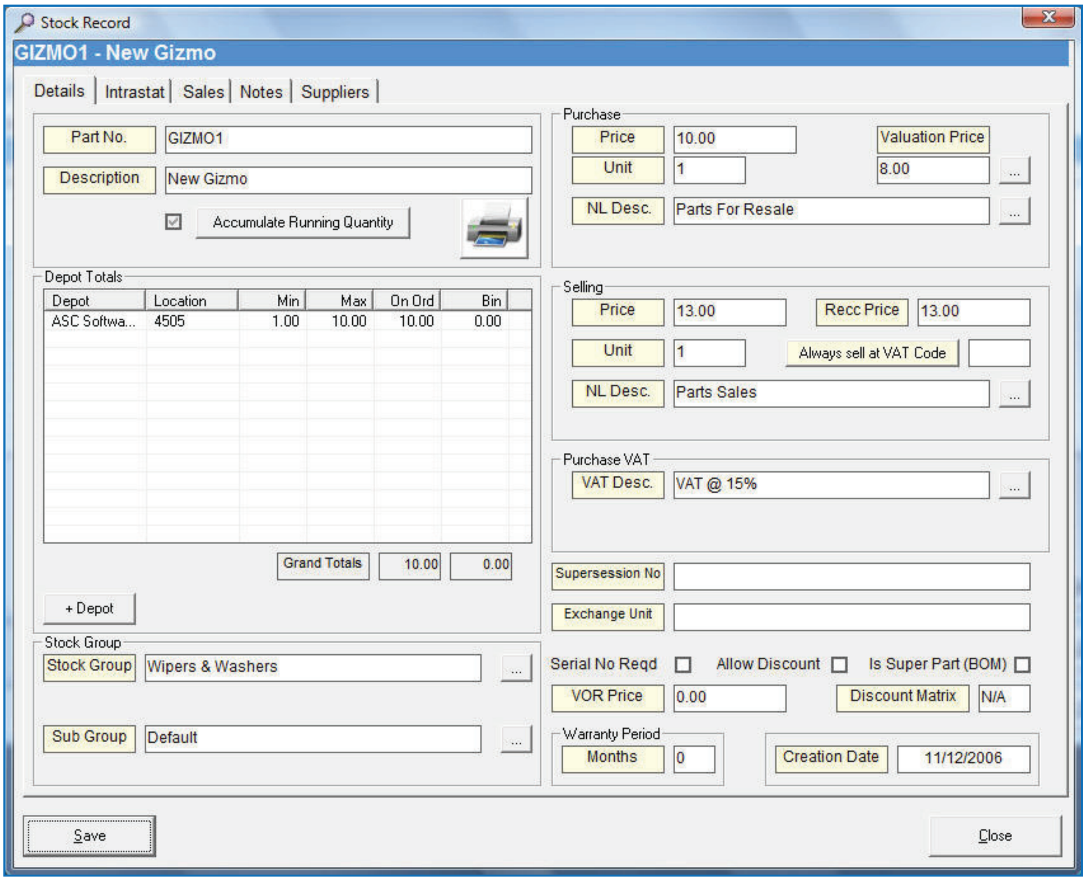
To search by part number, select ***Part No*** from the search criteria drop down box, type in the Part No that you wish to view in the text box provided, then click ***Go***.

Edit Details of a Part/Stock Item

After the necessary details are setup in the Stock Wizard for a part, there are other items that can be added in and information that can be retrieved regarding that part number from within the Stock section.

Open Stock Record

Double click the part you wish to view or click on the part to highlight it and click ***Record***.



Stock Record

Details Tab

A *Stock Record* is displayed, defaulting to the *Details* tab.

On this screen you will view the ***Part No.*** This item cannot be edited.

Description of the Part and ***Location*** of part in stock stores – both can be edited.

Accumulate Running Quantity will establish whether or not you want to store how many items are coming in and going out of stock. You may not wish to accumulate a running quantity of items such as stationery.

However, if you have accumulated a running quantity it is important that you input a ***Min Stock*** and ***Max Stock*** figure. This will allow you to manage the quantity of your stock more efficiently.

Bin Stock indicates the amount of stock that is on the premises and ***On Order*** indicates the amount of stock on order.

Warranty Period will denote the standard warranty period of the product in months. This can be 0.
Creation Date is the date that this stock item was added to the system; this cannot be edited.
Stock Group can be altered by clicking the display button (...) and then selecting the appropriate Stock Group from the available Stock Groups in the drop down list.

Sub Group is altered in the same way by clicking the display button and selecting appropriate Sub Group from available Sub Groups in the drop down list.

Stock Groups and Sub Groups are created from the ***System*** Menu, sub-menu ***Stock Groups***.

V.O.R. Price is the Vehicle Off-Road price.

Discount Matrix is the code used to point to the Supplier Discount Matrix.

Purchase Price cannot be edited – this is derived from the price that the system last purchased in goods from the supplier at from a Purchase Order into Stock. As you can have more than one supplier, who can all sell the product to you at different prices; this field will always vary and is a guide.

Valuation Price is a derived price for evaluating stock. It can be edited but first you must click the display button (...). This will confirm your level of permission on the system to alter the details and once confirmed you can alter the value.

NL Desc., the Purchase Nominal Ledger Description can be altered.

Selling Price can be altered – please note that if you have not filled in a selling price the system automatically uses the ***Recc Price*** which it obtains by calculating the selling price using the Purchase Price and the Default Markup percentage as defined in the System Parameters section when you go to sell the product for the first time.

Purchase Unit and ***Selling Unit*** denote how many units of the product are sold together. If, for example, a windscreen wiper was purchased individually but you wanted to sell them as a unit of 2, you would fill the *Purchase Unit* field with 1 but the *Selling Unit* field with 2.

Always sell at VAT Code is used to force FleetMinder to always sell this part at the VAT Code that you specify.

V.A.T. Desc. can be changed by clicking the display button ( ) and then use the drop down box to change it to a different V.A.T. Description.

Supersession Number is used if the part number has been superseded by another part number.

Core Unit is used to add a surcharge for the old unit (e.g. starter motor).

If a serial number identifies a part and you wish to ensure that it is noted each time one is received into stock, tick ***Serial Number Required*** box. This will prompt the user to put in a serial number when receiving in the stock after purchase.

Discount – ***Allow Discount*** is ticked if you want the default Stock Group and/or Sub Group discounts to apply to this part when it is sold either as a Part Sale or a sale from use in the Workshop.

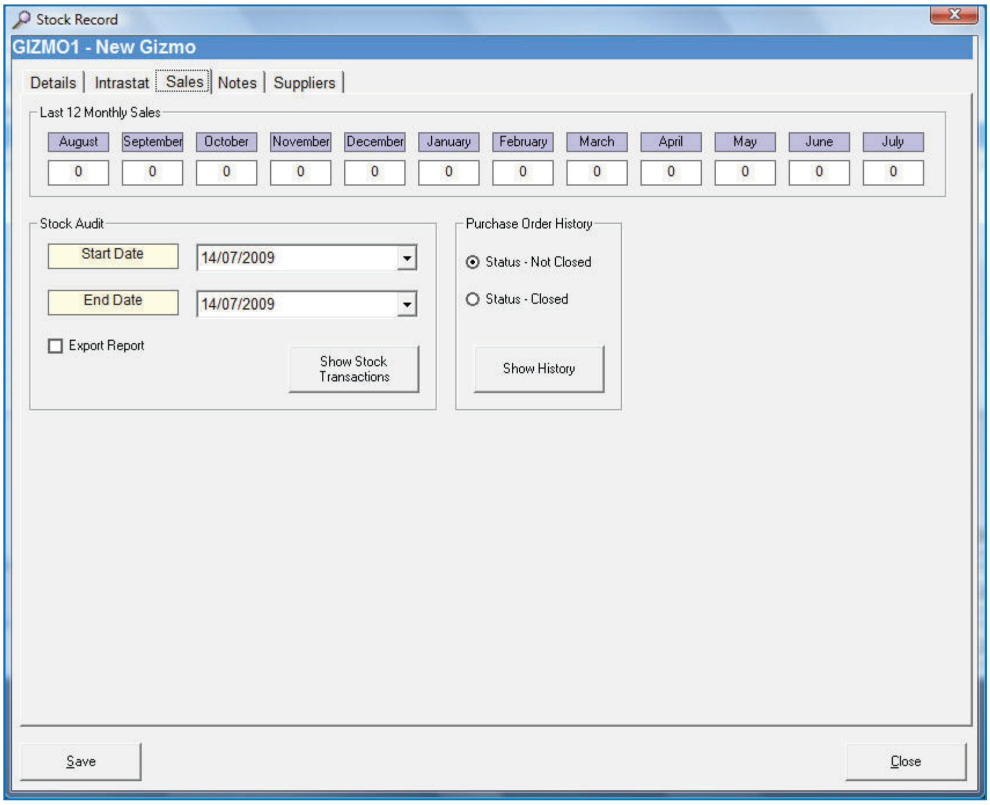
Is Super Part (BOM) is used to indicate that this part is manufactured using the Bill of Materials (BOM) facility. See the Bill of Materials section for more details.

Click ***Save*** if you wish to close this section with the details stored.

Click ***Close*** if you want to exit without saving the details.

Sales Tab

On the ***Sales*** tab you can view a detailed sales history on the Stock Item.



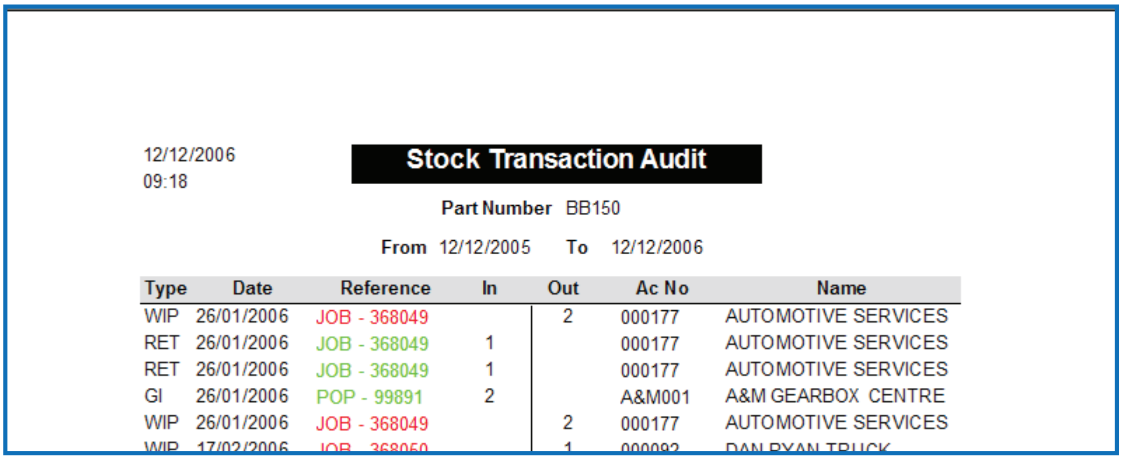
Stock Sales

Last 12 Monthly Sales shows a basic view of the sales of the stock item in the previous 12 months to the current month. This cannot be edited by the user but is updated as the sales are carried out on the system.

The ***Stock Audit*** section gives a view of the sales of the stock item in a specific period of time chosen by the user.

Select a ***Start Date*** (type in full date or click drop down box to display a calendar so as to select a date) and also an ***End Date*** (likewise selected by typing it in or selecting from the drop down calendar).

Click ***Show Stock Transactions***.



12/12/2006
09:18

Stock Transaction Audit

Part Number BB150

From 12/12/2005 To 12/12/2006

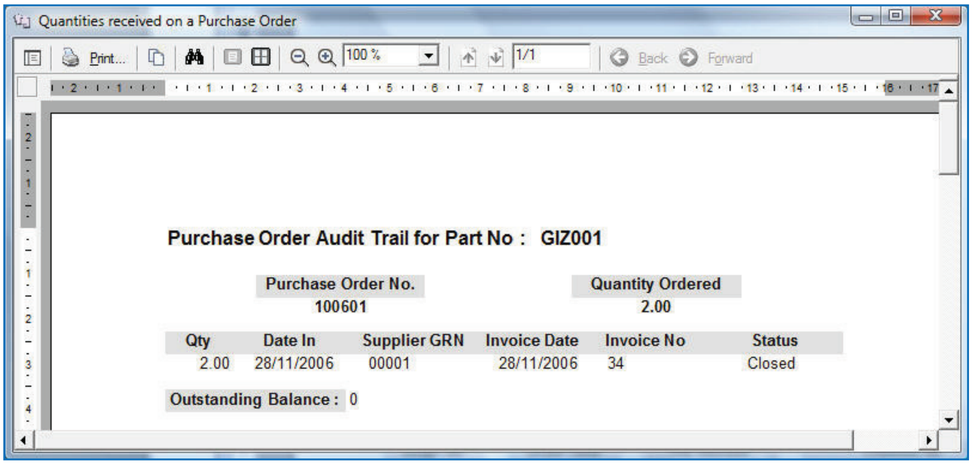
Type	Date	Reference	In	Out	Ac No	Name
WIP	26/01/2006	JOB - 368049		2	000177	AUTOMOTIVE SERVICES
RET	26/01/2006	JOB - 368049	1		000177	AUTOMOTIVE SERVICES
RET	26/01/2006	JOB - 368049	1		000177	AUTOMOTIVE SERVICES
GI	26/01/2006	POP - 99891	2		A&M001	A&M GEARBOX CENTRE
WIP	26/01/2006	JOB - 368049		2	000177	AUTOMOTIVE SERVICES

Stock Transaction Audit Report

The system will display a Stock Transaction Audit displaying all transactions relating to that Part Number within the chosen period of time.

As you can note from our example, the reference field items are highlighted a different colour. You can click on any one of these to display the Purchase Order, Sales Order or Job Card that it generated from.

For example, click on a Purchase Order and you can view when the part was purchased. On this report you can click on the PART NO to view the Purchase Order Audit Trail.



Purchase Order Audit Trail for Part No : GIZ001

Purchase Order No.	Quantity Ordered
100601	2.00

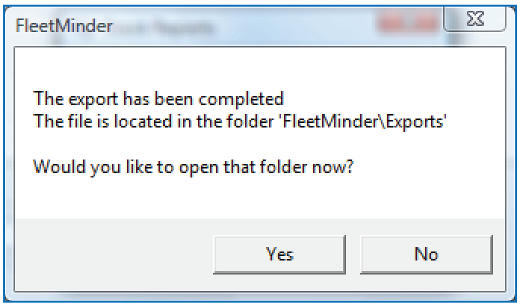
Qty	Date In	Supplier GRN	Invoice Date	Invoice No	Status
2.00	28/11/2006	00001	28/11/2006	34	Closed

Outstanding Balance : 0

Purchase Order Audit Trail

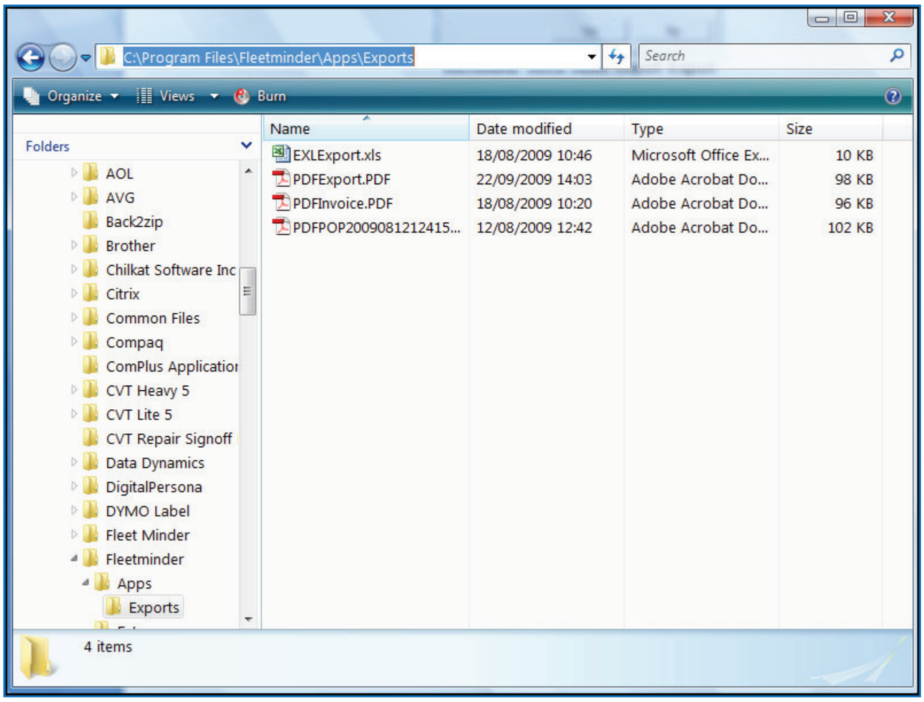
Reports can also be exported to your chosen format. Tick ***Export Report*** to alert the system that you want an exported report. From the drop down list provided, click on the type of report you wish to export. You have the option of ***Excel***, ***HTML***, ***PDF***, ***Text*** or ***Tiff***.

Once selected, click on ***Show Stock Transactions***.



Report Export

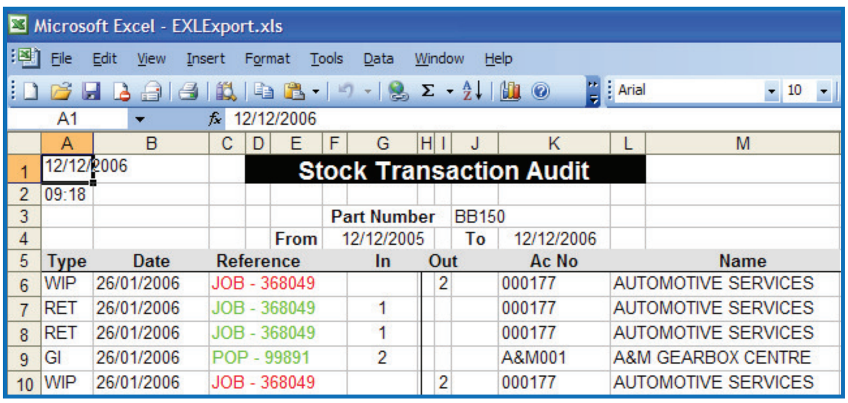
When the file has been exported successfully, you will be notified by the system with a message telling you that the system has completed exporting the requested file type.



Exports Folder

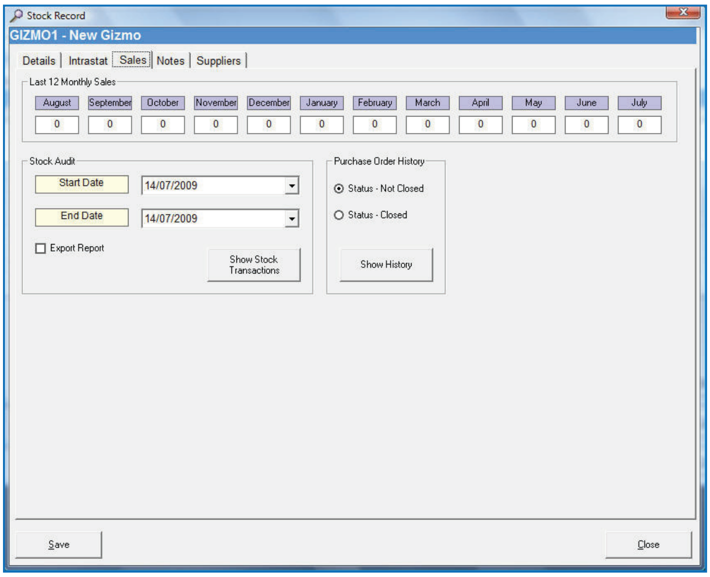
As with all exported files, you can find it in:

C:\Program Files\Fleetminder\Apps\Exports



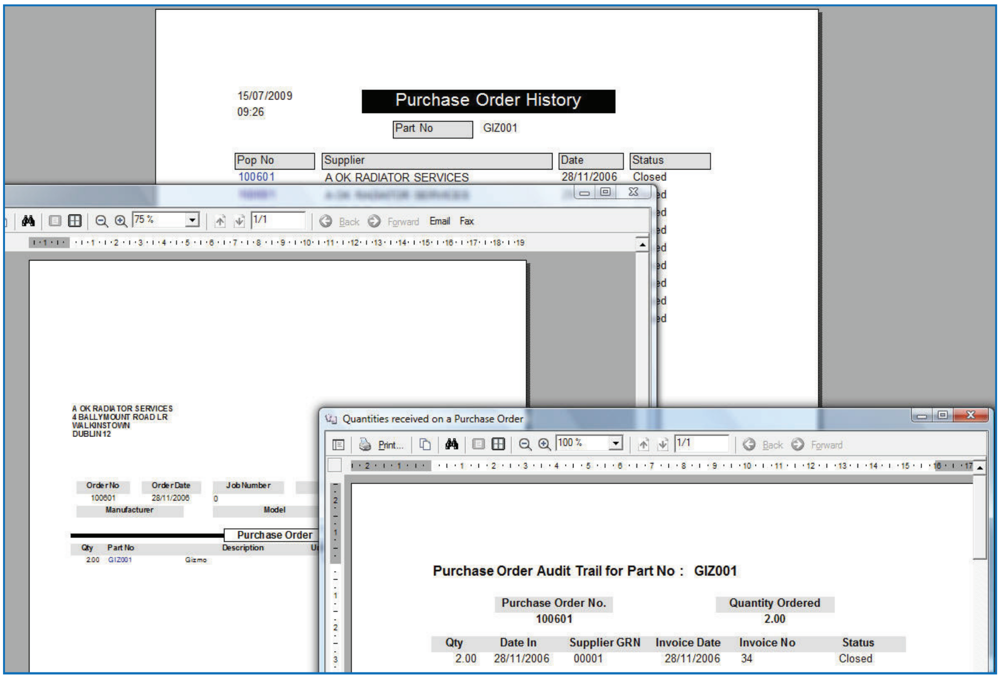
Report in Excel

In the Purchase Order History section of the ***Sales*** tab you can view the details of current and previous Purchase Orders for the stock item.



View Closed Purchase Orders

Select the ***Status – Not Closed*** or ***Status – Closed*** button and click ***Show History***.

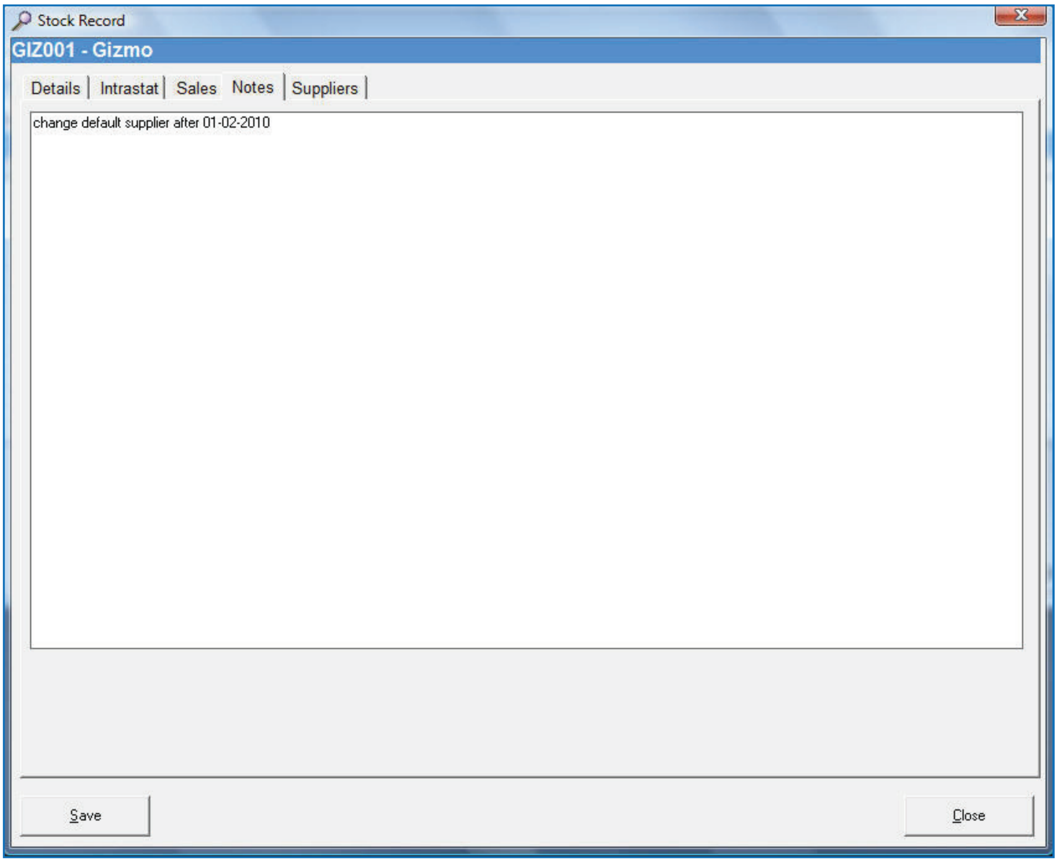


Audit Trail

From the main ***Purchase Order History*** report that is displayed you can click the highlighted ***POP No.*** and display the relevant Purchase Order report. Likewise, from the Purchase Order Report you can click on the highlighted ***Part No.*** and view a ***Purchase Order Audit Trail*** for the part number.

Notes Tab

The fourth tab of Stock Record is ***Notes*** tab.



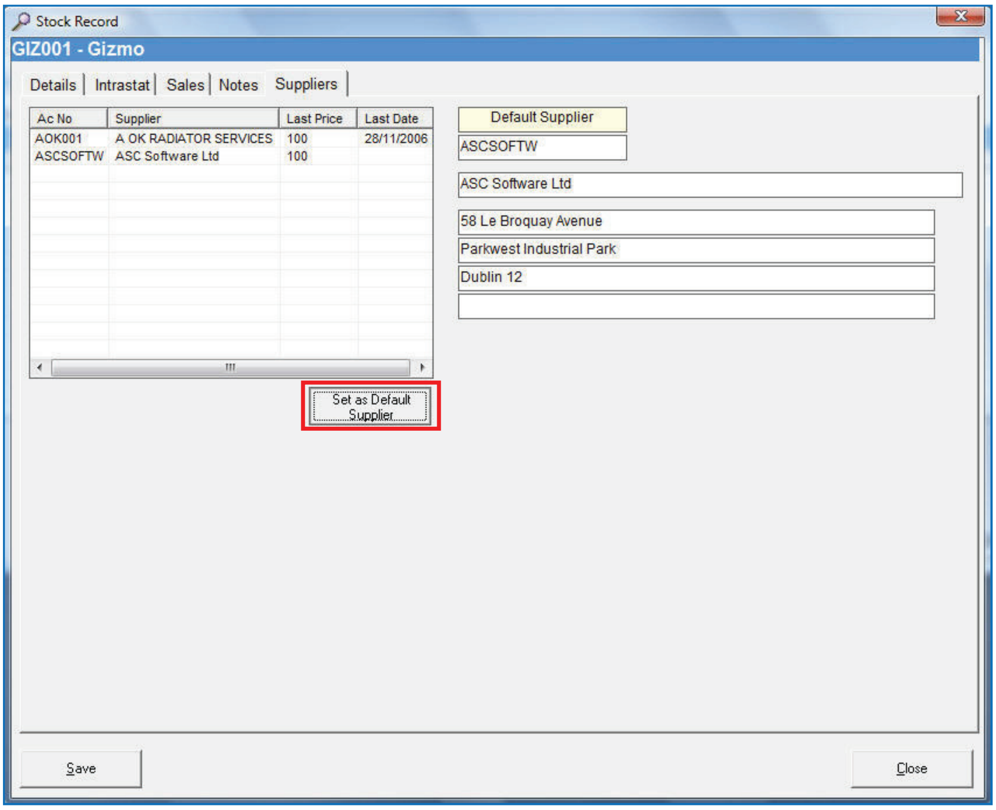
Note

In this screen you can keep notes regarding the Stock Item, simply click on an empty area and begin typing. When you have finished click on ***Save.***

Notes can be edited or amended as you wish.

Suppliers Tab

In the Suppliers Tab of the Stock Record you can view the details on the Supplier(s) of the stock item.



Default Supplier

At the time of setup, you supplied the system with a list of Suppliers and set the default. Likewise, if you purchase this part from a supplier that is not on the list already, it will add this supplier as a supplier to this list.

The default supplier is below the grid of suppliers.

To change default supplier, click the new supplier in the grid so that it is highlighted. Click ***Set as Default Supplier***.

The default supplier on the right of the screen will now be replaced to the new default supplier.

The original default supplier will still be available in the list on the left, should you need to purchase this part from them. However, they will not be considered the default supplier.

Note that the *Last Date* column is the last day on which the default price for the stock item was changed. E.g. when signing off a GRN, if the price has changed, FleetMinder prompts you to change the default price for the stock item.

Supersession Number

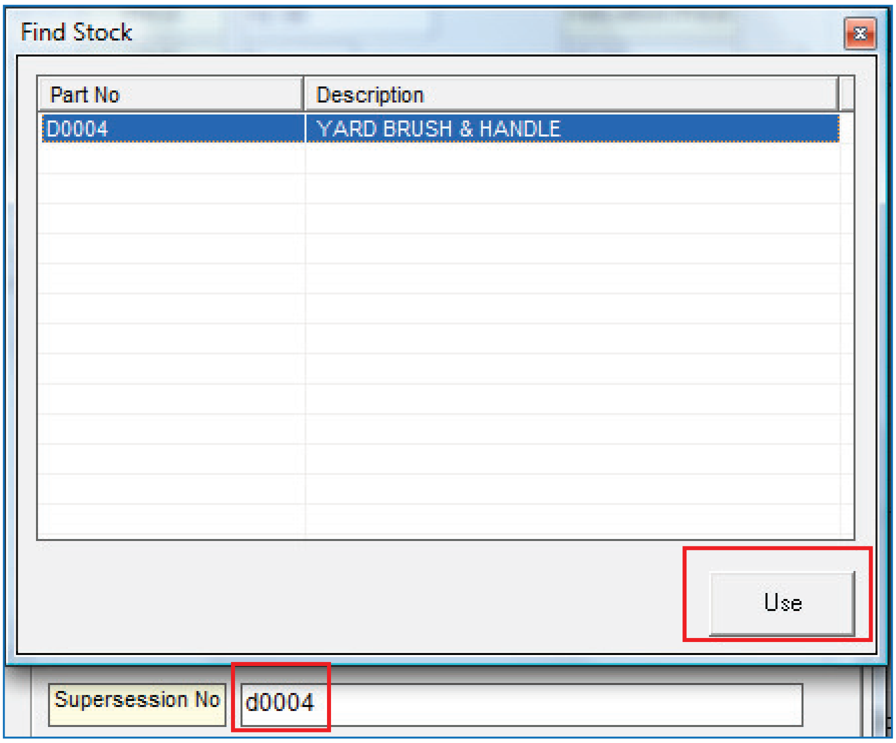
The Supersession facility in FleetMinder is used when an old part number is superseded by a new part number.

An example of this situation is when a supplier changes a part number to a new revision, or, if you change suppliers for an existing part and the new supplier uses a different part number.

By entering the new part number into the Supersession field in the old part number, FleetMinder will automatically let you know that the old part is obsolete and will prompt you to change to the new part number.

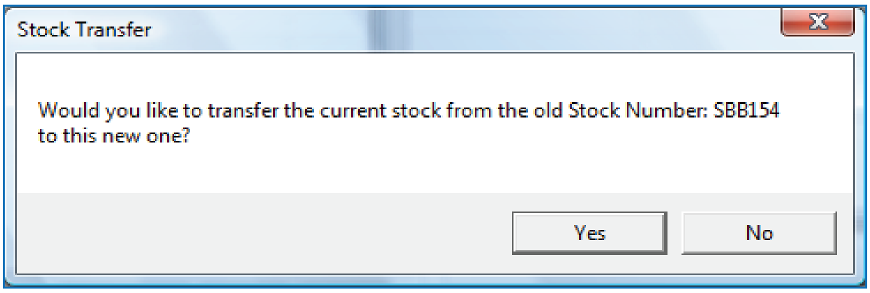
To supersede a part number:

1. Set up the new part number – go to the ***Stock*** section and click on ***New*** and fill in the relevant details.
2. Open the stock record for the old part number.
3. In the field *Supersession Number,* enter the new part number and press ***Enter***. FleetMinder will then display a list of parts matching that part number. Ensure the correct part is highlighted and then click ***Use.***



New Part Number

4. If the bin stock for the old part number is greater than 0, FleetMinder will prompt you to transfer the stock to the new part number.



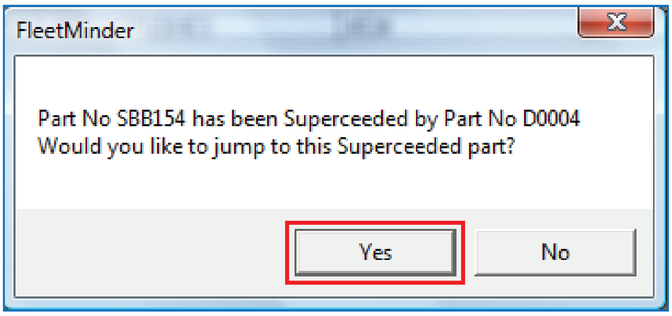
Transfer Stock

Click ***Yes*** to transfer the bin stock to the new part number or click ***No*** to leave the bin stock with the old part number.

Note – if you do not transfer the bin stock to the new part number you will be unable to use the old stock on a Job Card or Sales Order. In this situation you should use the remaining bin stock before setting up the Supersession.

5. Click ***Save*** to save the stock record.

If you then try to use the original part number on a Job Card or Sales Order, FleetMinder will automatically prompt you to change to the new part number.



Superseded Part

Click ***Yes*** to change to the superseded part.

Exchange Unit

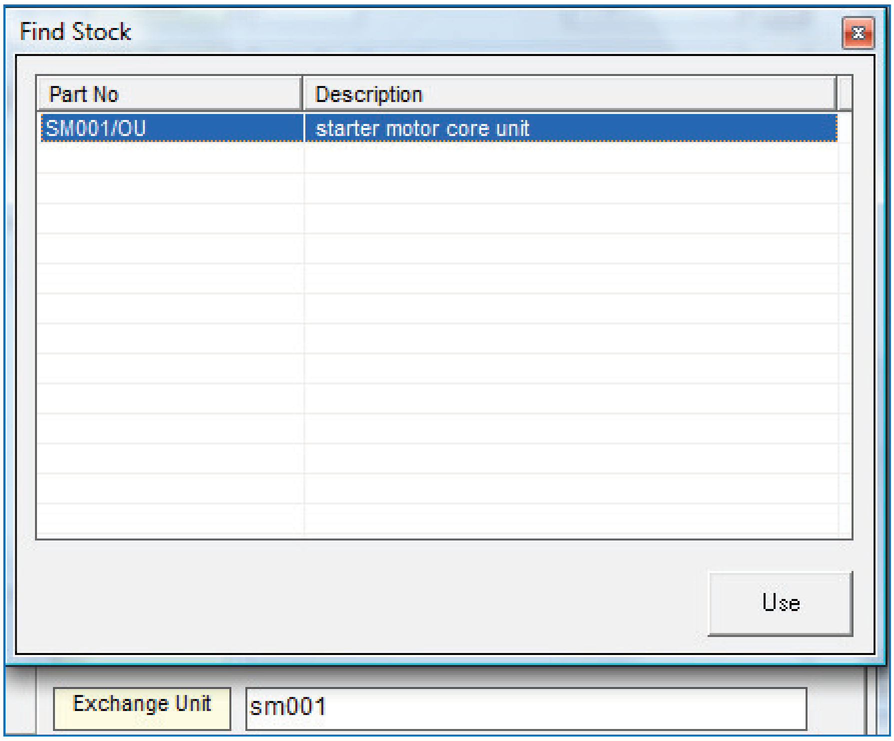
Exchange units are used in FleetMinder when the purchase of a new part from a supplier requires the return of the old/broken part.

An example of this type of part is a starter motor. When purchasing a new starter motor, the supplier will add a surcharge to the price which will be credited when the old starter motor is returned to the supplier.

To process these transactions in FleetMinder, a stock item needs to be set up for the starter motor, and a separate part number set up for the exchange (return) unit. The purchase price for the starter motor should be set to the standard price of the starter motor, while the purchase price for the exchange unit should be set to the amount of the surcharge.

In this example we will be using a starter motor with the part number *SM001* and the exchange unit with the part number *SM001/OU*. Note that we have used the same prefix *SM001* but for the exchange unit we have used /OU in the part number to signify that it is the "old unit".

To link the starter motor and the core unit, open up the stock record of the starter motor in FleetMinder. In the *Exchange Unit* field, type in the part number of the exchange unit and press ***Enter***. Ensure the correct part is highlighted and then click ***Use.***



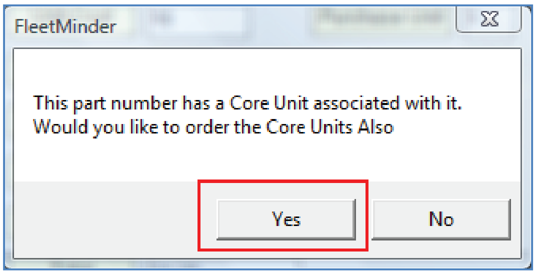
Exchange Unit

Click ***Save*** to save the changes to the stock record.

Exchange Unit Process

1. Open the Job Card and click on ***Create Order***. Enter the supplier details on the Purchase Order. Click on ***Add Part***. Enter the part number and the quantity required and click on ***Add***.

2. At this stage FleetMinder will recognise that this part has a core unit and will prompt you to add it to the Purchase Order. Click ***Yes***.



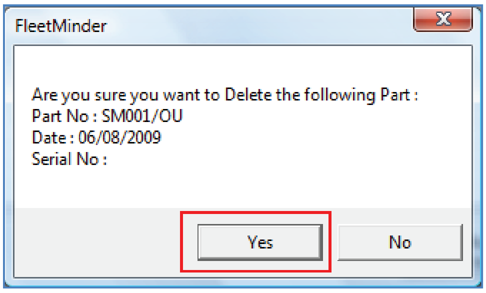
Add Exchange Unit

3. FleetMinder will then auto-fill the details of the exchange unit on the Purchase Order. Click ***Add***.

4. Save the Purchase Order and then receive both the part and its exchange unit in the usual manner. Both parts will then be added to the Job Card.

5. Open the Job Card and in the parts section double-click on the core unit to open the *Job Parts Edit* window.

6. ***Right-click*** on the line containing the part to remove the part from the Job Card. FleetMinder will prompt you to confirm the deletion of the part. Click ***Yes***.



Confirm Delete

7. Go to the Stock section and click on ***Stock Returns*** and then click on ***New***.

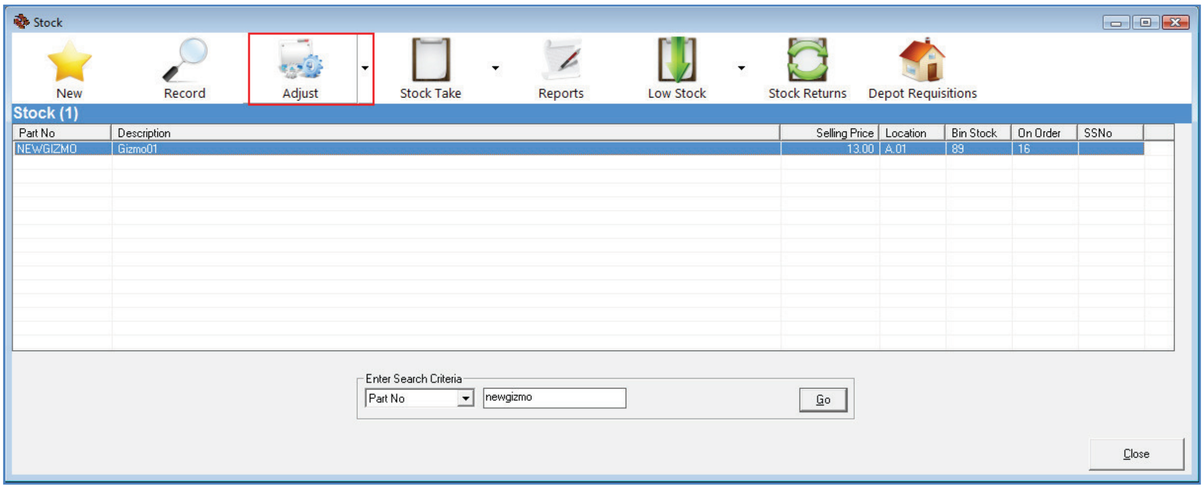
8. Create the Stock Return Note for the core unit and return it to the supplier. When you receive the Credit Note from the supplier, enter the details into the Stock Return Note and then sign it off.

Adjust Stock Quantity

When you start to use FleetMinder you need to adjust your stock so that the system recognises how many of each stock item you actually have.

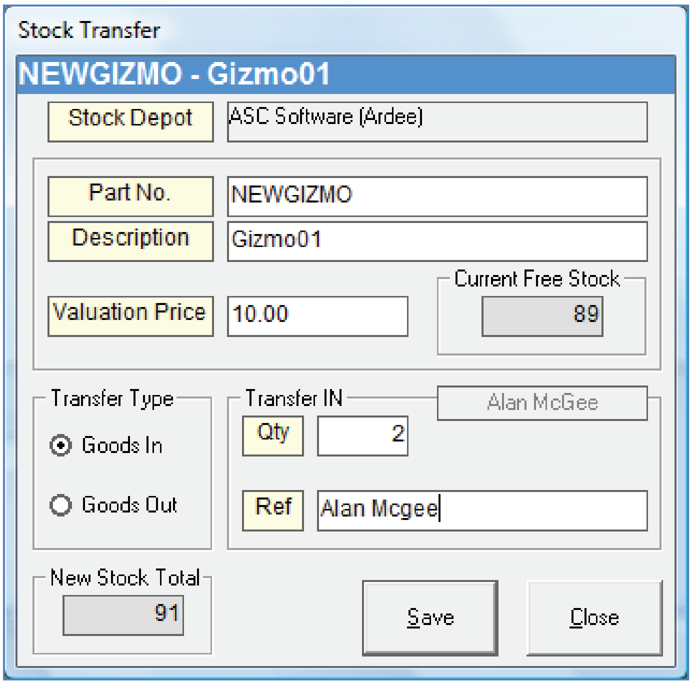
Likewise, you may find discrepancies occurring between what you actually have and what you should have according to the system and occasionally you will need to adjust the stock to display the correct amount on situations when you do not wish to carry out a full stock take.

Open the Stock section, search for the part, highlight the line then click on ***Adjust.***



Stock Adjust

The Stock Transfer window will appear:



Stock Transfer

Adding Goods In into system:

If you are adding a quantity of goods to the system, click ***Goods In*** under the ***Transfer Type*** category.

Type the correct quantity into the ***Qty*** (quantity) field that you wish to add to the *Current Free Stock* figure.
That is, if you should have 5 and the Current Free Stock shows 3, type 2 into the QTY field.
You must also type in a reference in the ***Ref*** field. In our example, the user typed in their name.

Click ***Close*** if you want to exit without adjusting stock figure.

Click ***Save*** to close and store the alterations made.

Removing Goods Out of System:

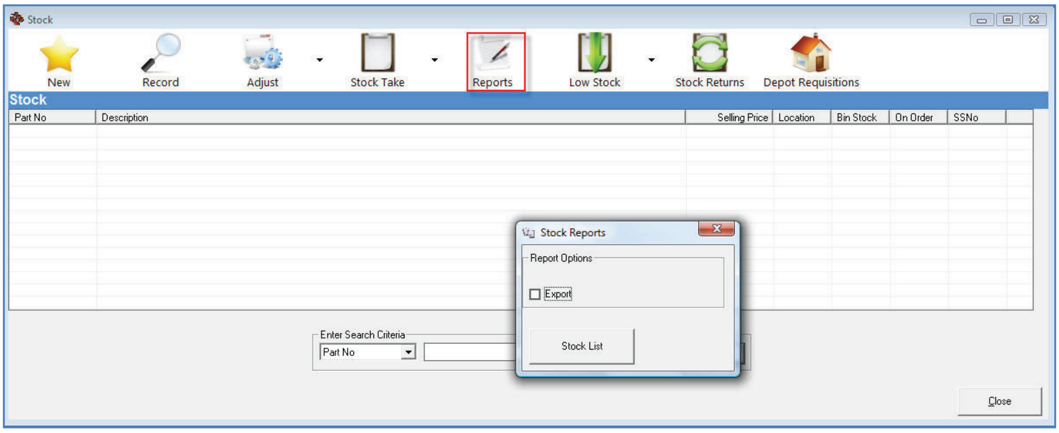
If you are removing a quantity of goods from the system, click ***Goods Out*** under the ***Transfer Type*** category.

Type the correct quantity into the ***Qty*** (quantity) field that you wish to remove from the *Current Free Stock* figure.
That is, if you should have 5 and the Current Free Stock shows 7, type 2 into the QTY field.
You must also type in a reference in the ***Ref*** field. In our example, the user typed in their name.

Click ***Close*** if you want to exit without adjusting stock figure.

Click ***Save*** to close and store the alterations made.

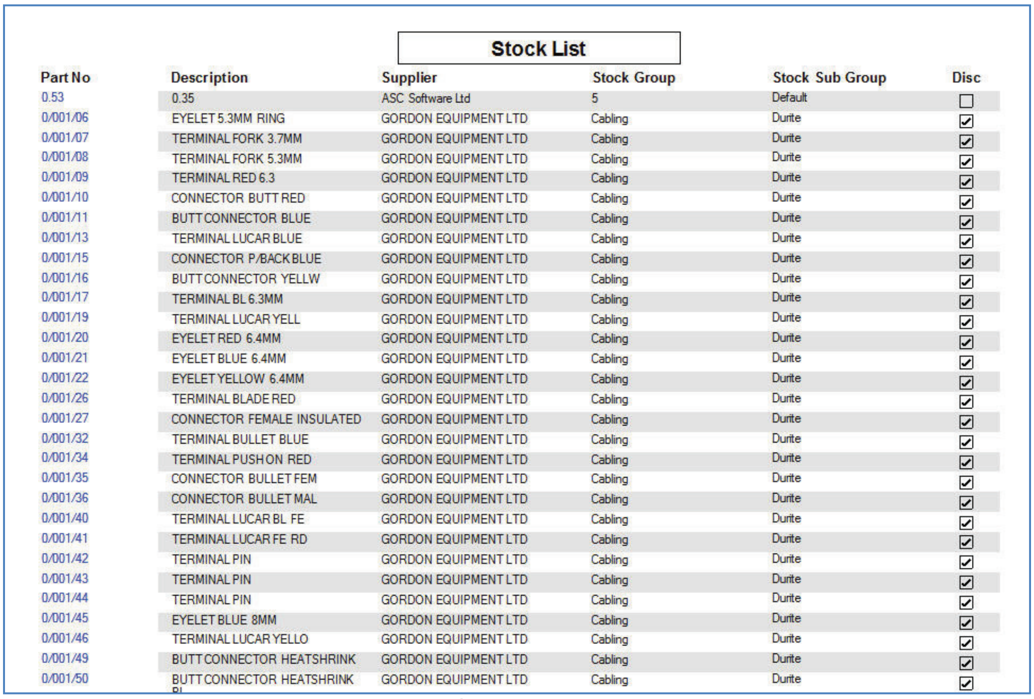
Stock List Report



Stock List Report

In the Stock section of FleetMinder, click ***Reports***.

On the screen that appears, click ***Stock List***.



Stock List

Part No	Description	Supplier	Stock Group	Stock Sub Group	Disc
0.53	0.35	ASC Software Ltd	5	Default	☐
0/001/06	EYELET 5.3MM RING	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/07	TERMINAL FORK 3.7MM	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/08	TERMINAL FORK 5.3MM	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/09	TERMINAL RED 6.3	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/10	CONNECTOR BUTT RED	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/11	BUTT CONNECTOR BLUE	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/13	TERMINAL LUCAR BLUE	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/15	CONNECTOR P/BACK BLUE	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/16	BUTT CONNECTOR YELLW	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/17	TERMINAL BL 6.3MM	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/19	TERMINAL LUCAR YELL	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/20	EYELET RED 6.4MM	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/21	EYELET BLUE 6.4MM	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/22	EYELET YELLOW 6.4MM	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/26	TERMINAL BLADE RED	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/27	CONNECTOR FEMALE INSULATED	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/32	TERMINAL BULLET BLUE	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/34	TERMINAL PUSH ON RED	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/35	CONNECTOR BULLET FEM	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/36	CONNECTOR BULLET MAL	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/40	TERMINAL LUCAR BL FE	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/41	TERMINAL LUCAR FE RD	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/42	TERMINAL PIN	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/43	TERMINAL PIN	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/44	TERMINAL PIN	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/45	EYELET BLUE 8MM	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/46	TERMINAL LUCAR YELLO	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/49	BUTT CONNECTOR HEATSHRINK	GORDON EQUIPMENT LTD	Cabling	Durite	☑
0/001/50	BUTT CONNECTOR HEATSHRINK	GORDON EQUIPMENT LTD	Cabling	Durite	☑

Stock List

The Stock List report displays ALL stock items that are on the system, whether they were only ordered in once or one regularly ordered.

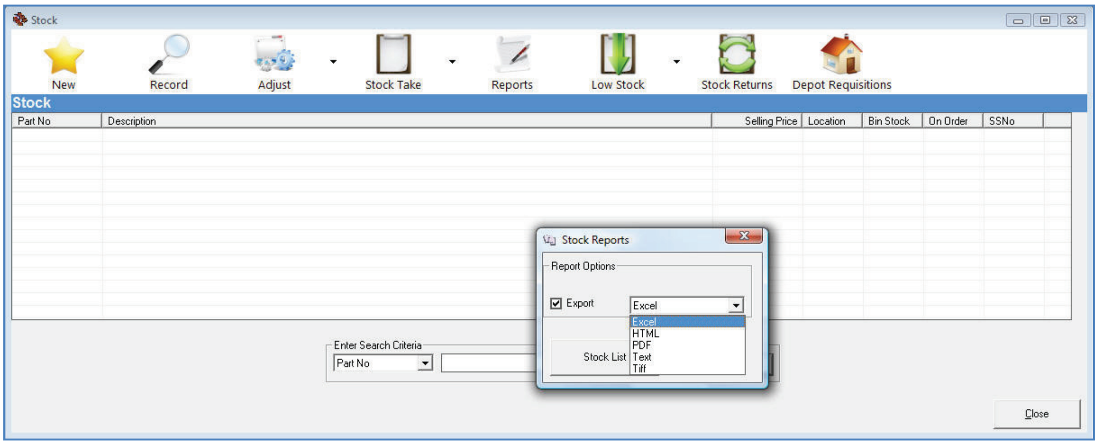
Pages

You can print all sheets however, please note the amount of pages at the top of the report. In our above example, there are 550 pages and therefore you would need to ensure your printer is in a situation to print that many sheets.

You can view the report from the display screen, scrolling down through the pages. Each page displays: ***Part No*** of each part, ***Description*** of each part, ***Supplier***, ***Stock Group***, ***Stock Sub Group*** and whether or not the group discount is being applied by displaying a tick in the tick box under ***Disc***.

Export the Stock List Report

To Export the Stock List Report, click the ***Export*** tick box.



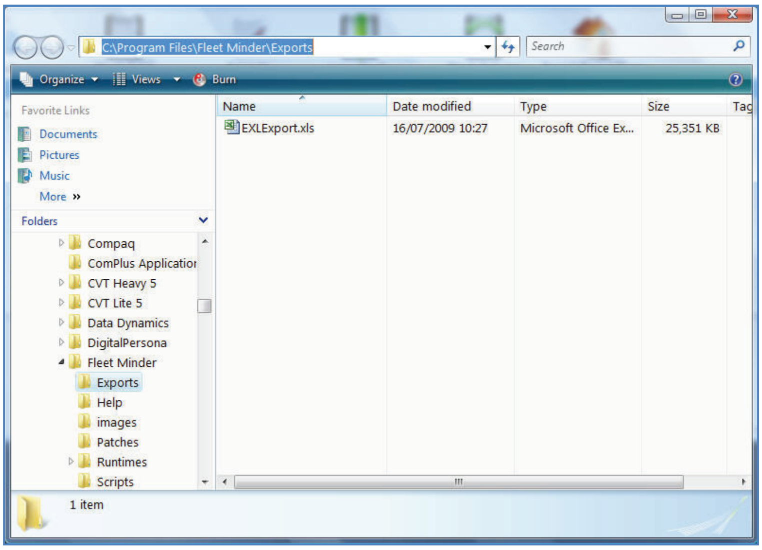
Export Stock List Report

This will activate a drop down box where you can select in which format you wish to export your report.

You can choose between ***PDF***, ***HTML***, ***Excel***, ***Text*** or ***Tiff***.

If you wish to view the exported report using the appropriate application you will find the document located in:

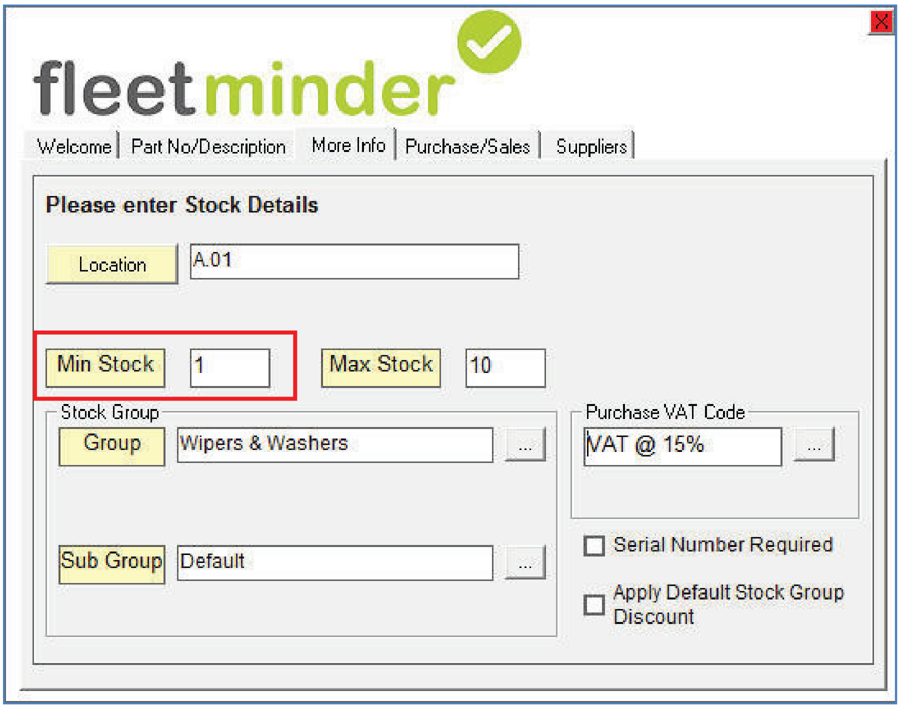
C:\Program Files\Fleetminder\Exports



Report Export Location

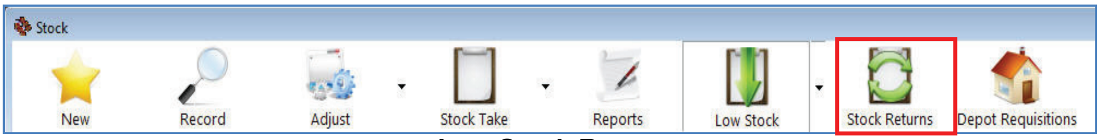
Low Stock Report

When a stock item is created, the Min Stock value is used to state how low the stock of this item should be allowed to go. The Low Stock Report checks the Min Stock value against the Bin Value for the stock item.



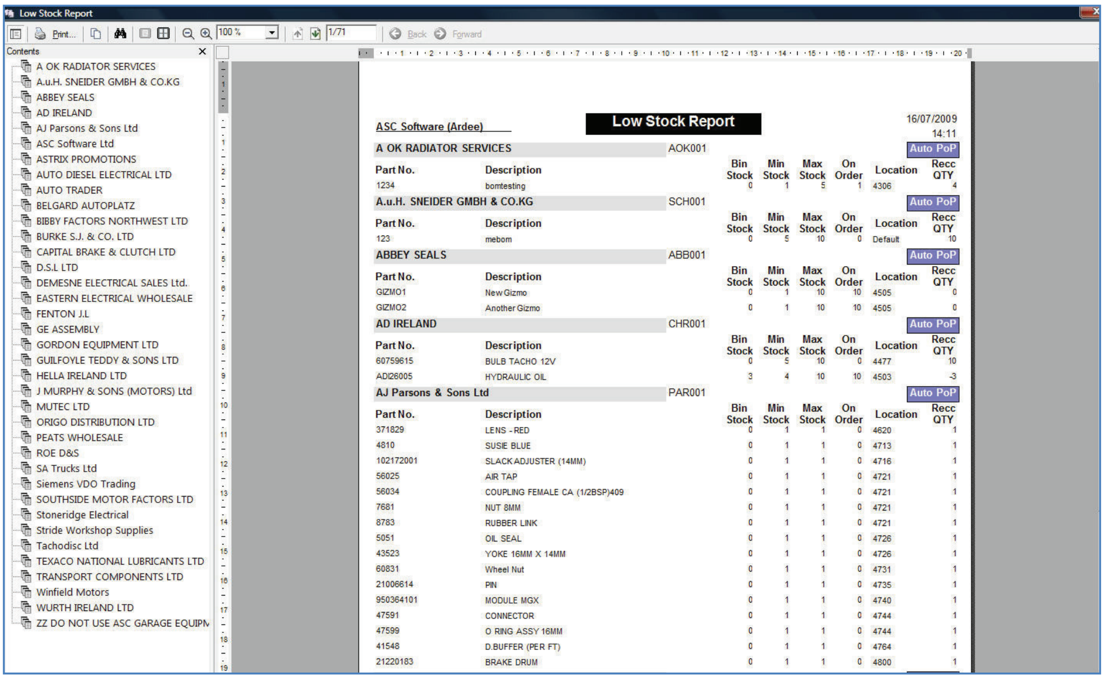
Min Stock on the Stock setup Wizard

To generate a Low Stock Report to view what items need to be ordered, you need to click ***Low Stock*** button from the stock section.



Low Stock Report

This number is compared against the current number that are available in stock and a report is generated displaying which items need to be ordered into stock to keep stock at a sufficient level for the company's daily running.



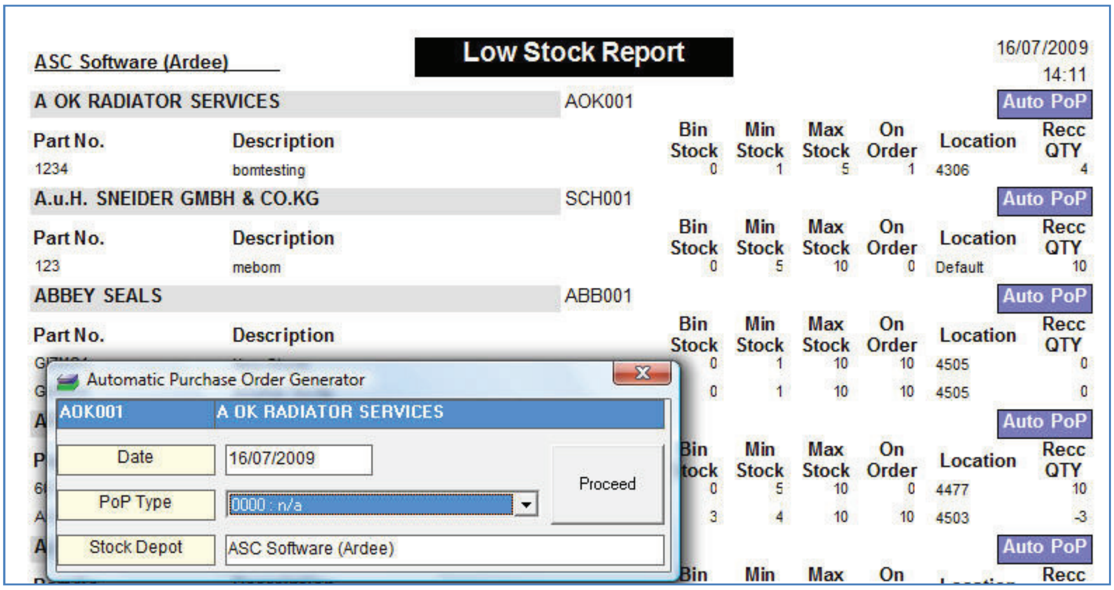
Low Stock Report

The report displays a list of all the default suppliers on the left of the page.

Click on a Supplier on the left side of the report to display the stock you must order from them.

Create a Purchase Order from the Low Stock Report

To generate an Automatic Purchase Order, on the Low Stock Report, click on the ***Auto PoP*** button on the top right corner for each Supplier.

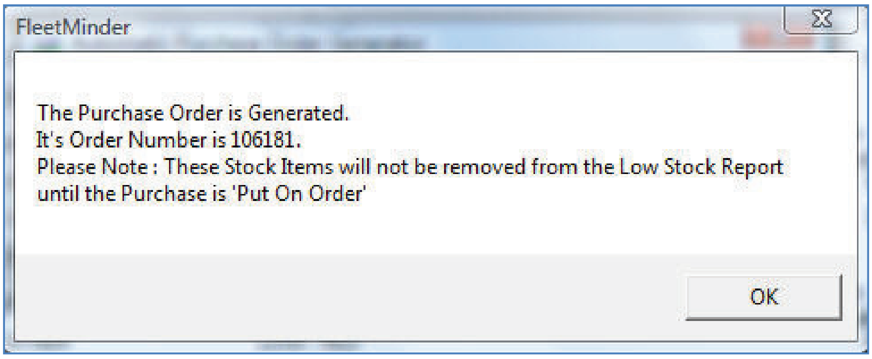


Automatic Purchase Order Generator

This will display an ***Automatic Purchase Order Generator***.
The date is automatically the current date.

The *POP Type* allows you to pick whether you want the stock, when received to ***Add to Stock*** or to be marked as ***Goods Not For Resale***.

Once decided, click ***Proceed***.



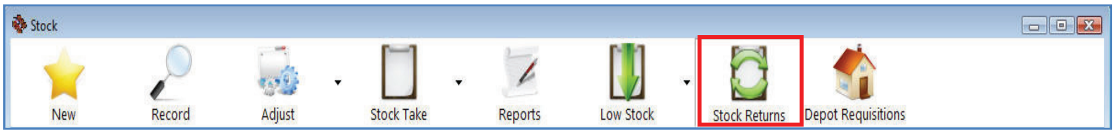
Automatic Purchase Order

A message will appear alerting you that the Purchase Order has been generated. It will display the Order Number.

Note that these stock items will not be removed from the Low Stock Report until a user has gone into the Purchase Order section and put the Purchase Order on order, i.e. *Put On Order*.

Stock Return Note

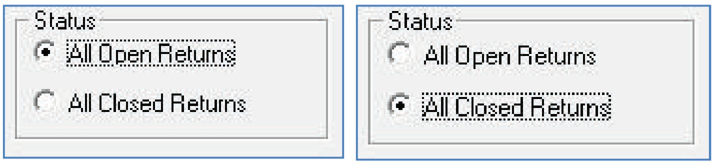
Click ***Stock Returns*** on the main Stock menu.



Stock Returns

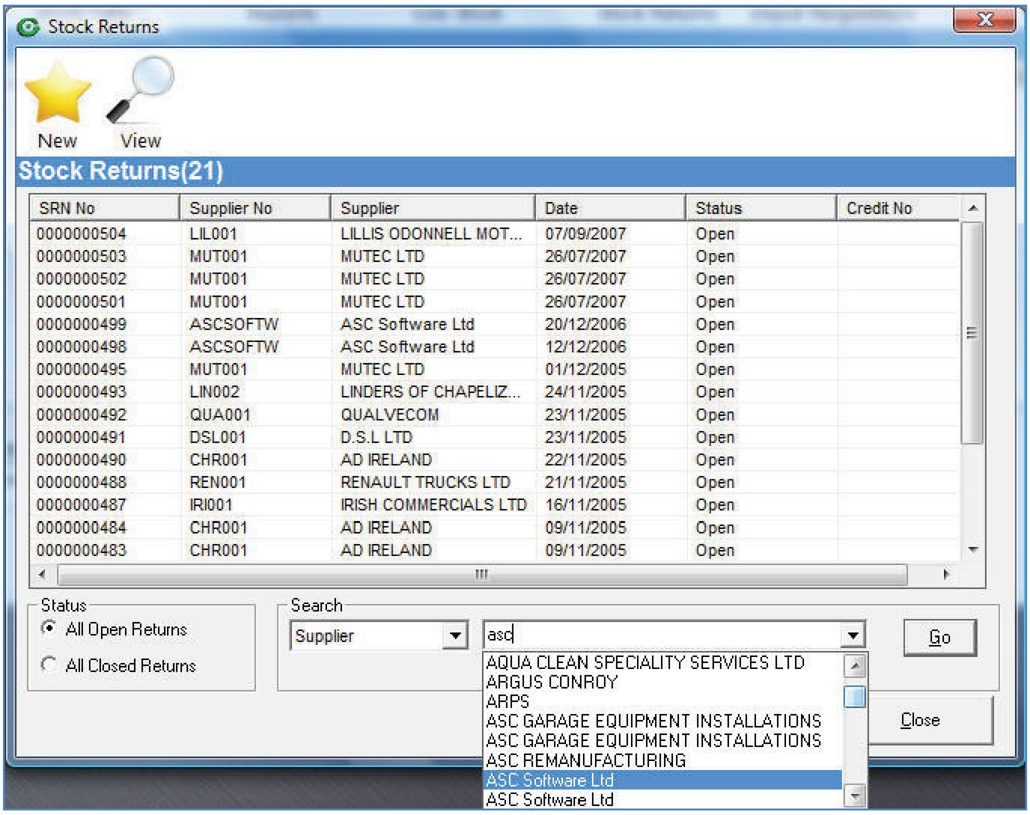
Search for a Stock Return Note

From the main Stock Returns screen, you can select to view the Open or Closed stock returns by clicking on the *Status* button.



Open & Closed Status

To reduce the number of stock returns within that search, you can do a search by *Supplier*, *SRN No.* or *Credit No.*



Search for an Open Stock Return Note

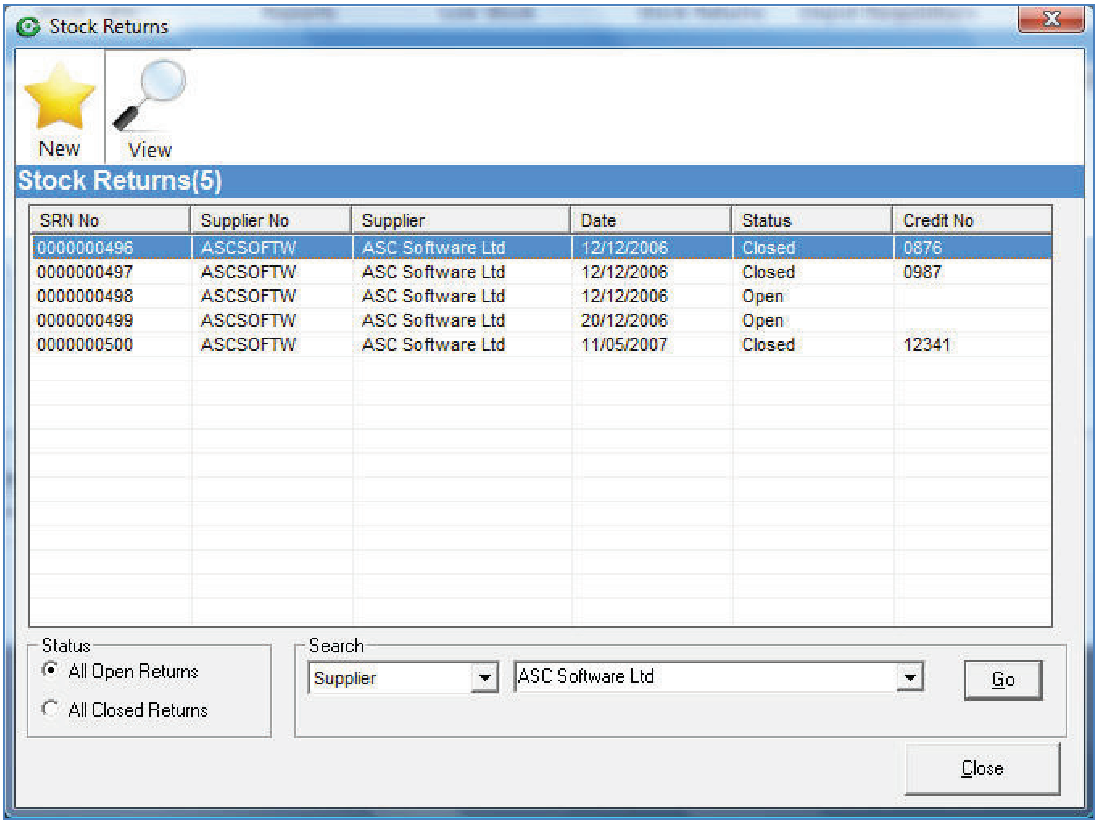
If you select *SRN No.* or *Credit No.* you must type in the entire SRN Number or Credit Number in the text box provided and then click ***Go***.

If you are selecting *Supplier* then a drop down box of all available suppliers will appear and you can select the supplier by either scrolling through the list, or else typing in part of the name and clicking the drop down box which will move you to the appropriate area of the list.
Click ***Go*** once you have selected your Supplier.

In both cases, the grid will display the relevant Stock Return Note for the search.

View a Stock Return Note

After selecting the relevant Open Stock Returns Note in the grid by clicking on it to highlight it, click ***View*** or else double click on the entry in the grid.

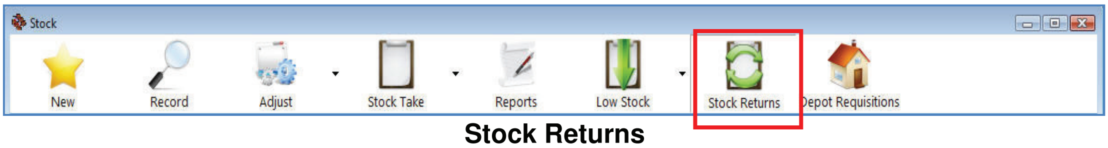


View Stock Return Note

This will open up the Stock Return Note with full details.

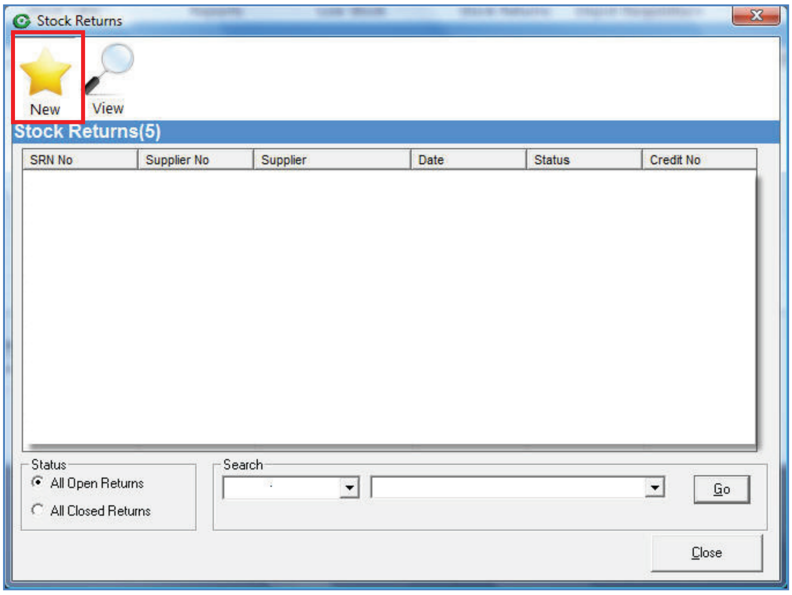
Create a Stock Return

Click ***Stock Returns*** on the main Stock menu.



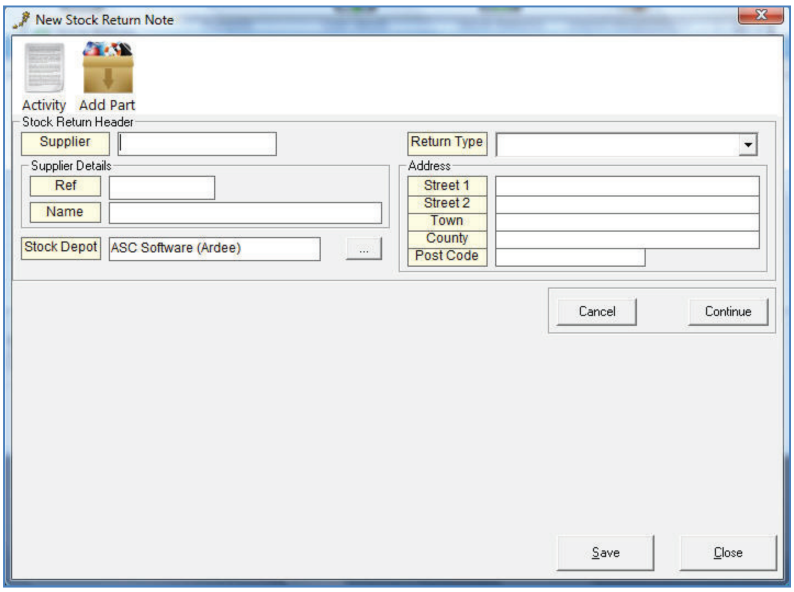
Stock Returns

From the *Stock Returns* section, click ***New***



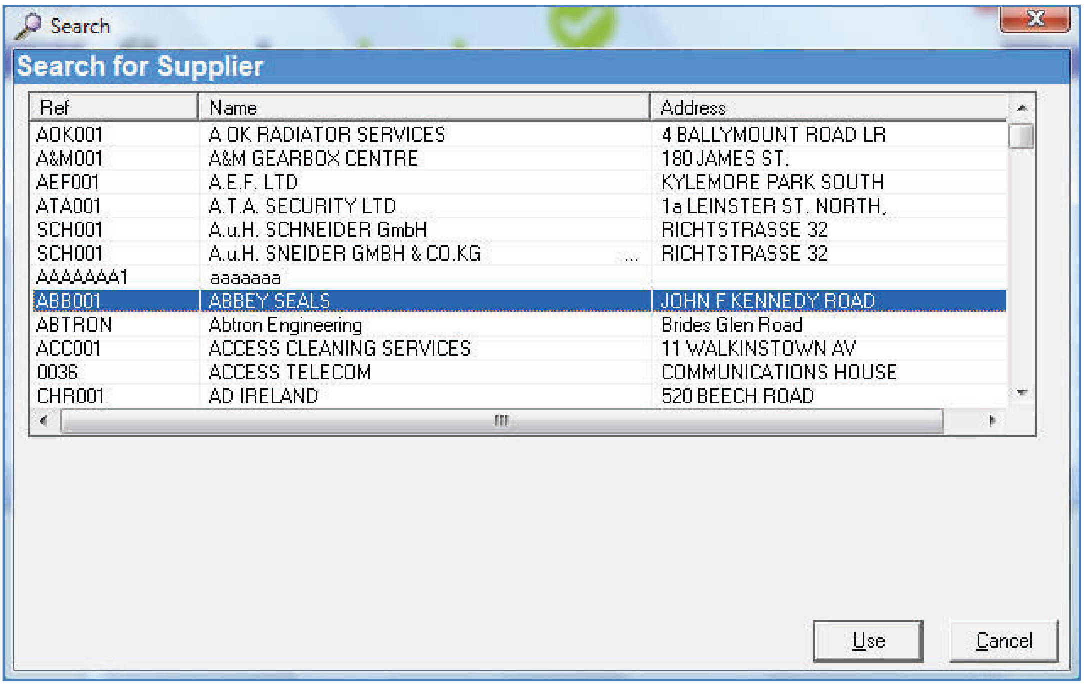
New Stock Return

You will then see the *New Stock Return Note* window.



New Stock Return Note

Select the Supplier who supplied the stock item to you by typing in part or all of their name and pressing ***Enter***.

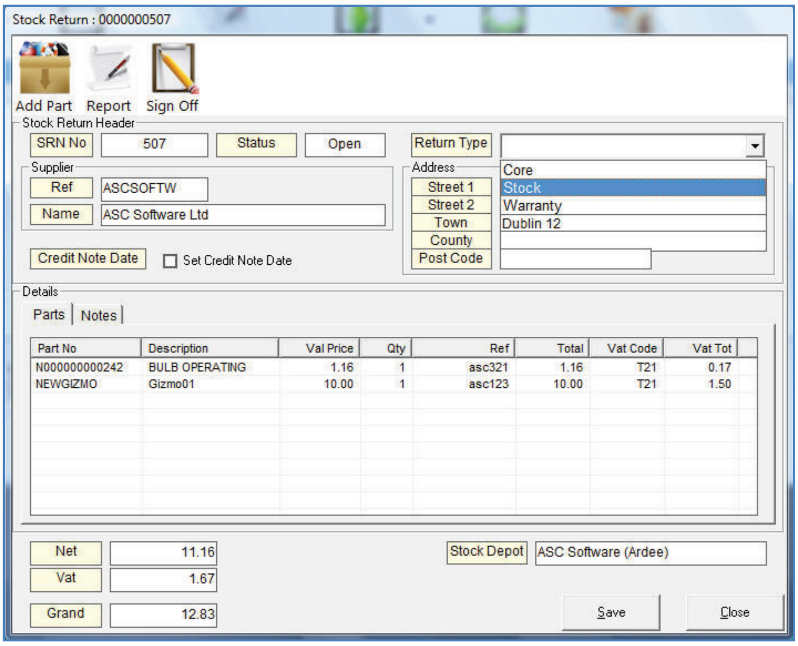


Select Supplier Name

A grid of available suppliers who match that name will appear.
Select the appropriate supplier by clicking on it to highlight it and click ***Use***.

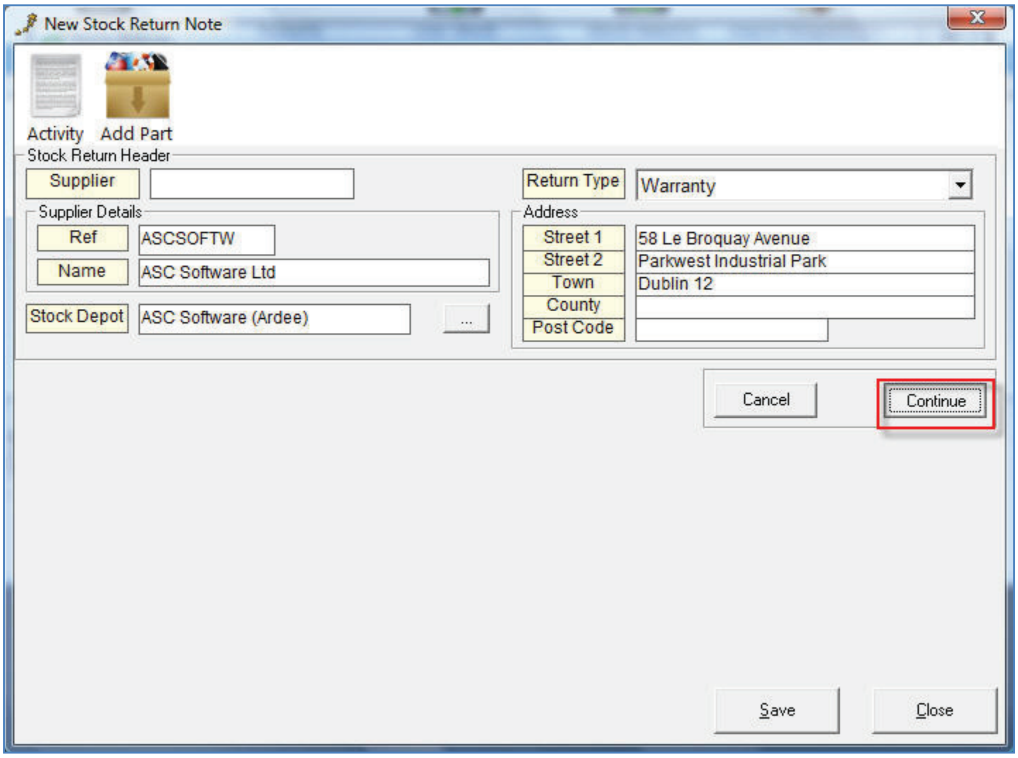
Once you have selected the Supplier you need to then select which *Return Type* your return categorizes under.

Click the drop down box to display ***Core***, ***Stock*** and ***Warranty***.



Core, Stock or Warranty Return

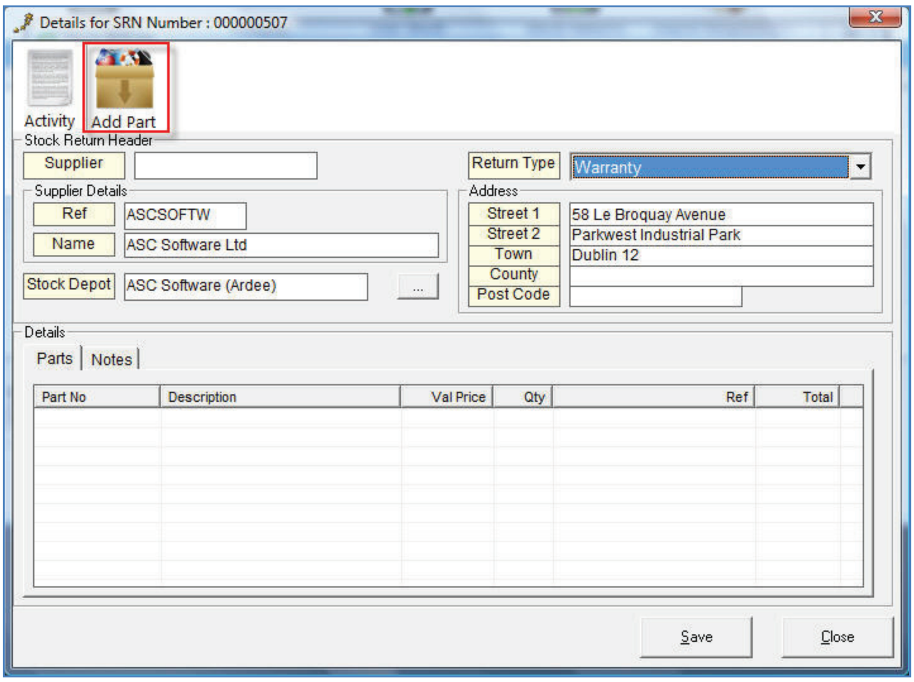
When you have entered the Supplier and the Return Type click ***Continue***.



Continue with the Stock Return

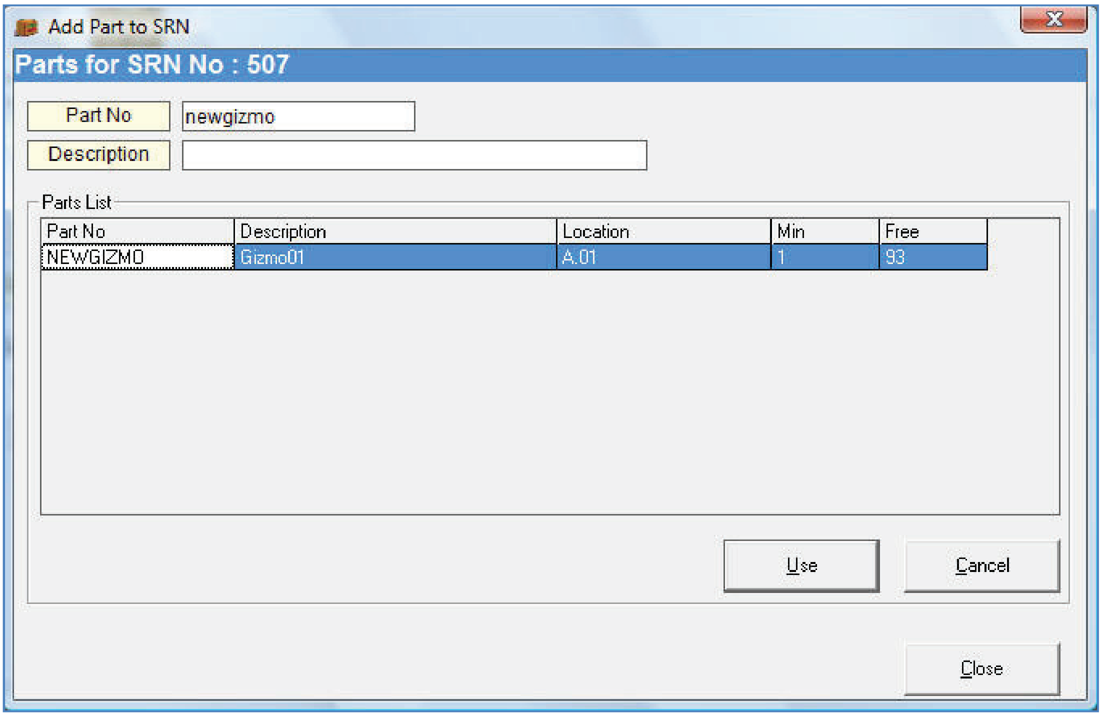
This will open the details section of the window.

Click ***Add Part*** button to add a part onto the Stock Return Note.



Add a Part

In either the *Part No*. field or the *Description* field, type in some or the entire Part Number or Description of the part that you wish to add to the Stock Return Note, then press ***Enter***.



Part Number to be Returned

This will display a list of items that you can chose from the required item by clicking on it to highlight it.

If you do not wish to use any of the ones that are displayed, click ***Cancel*** to return to the Part No and Description fields to carry out a different search.

Once you have highlighted the one you want, click ***Use***.

You will then be prompted to put in the *Qty to Return* figure and also the *Valuation Price* and *Supplier Ref*.

The Qty to Return is a mandatory field.

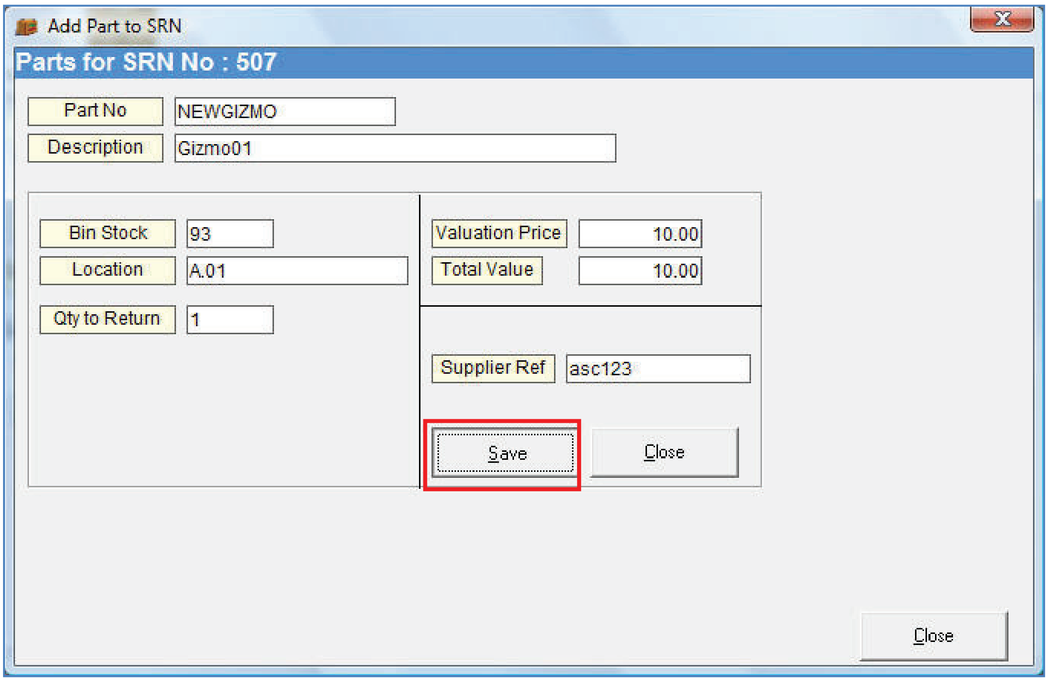
The Valuation Price will adjust according to what is on the system currently as the valuation price but can be adjusted if needed. The *Total Value* field will adjust accordingly.

The Supplier Ref is an optional field.

Click ***Close*** to exit without saving.

Click ***Save*** to save the details input.

You can then add another part or click ***Close*** to return to the Supplier Returns Note main screen.

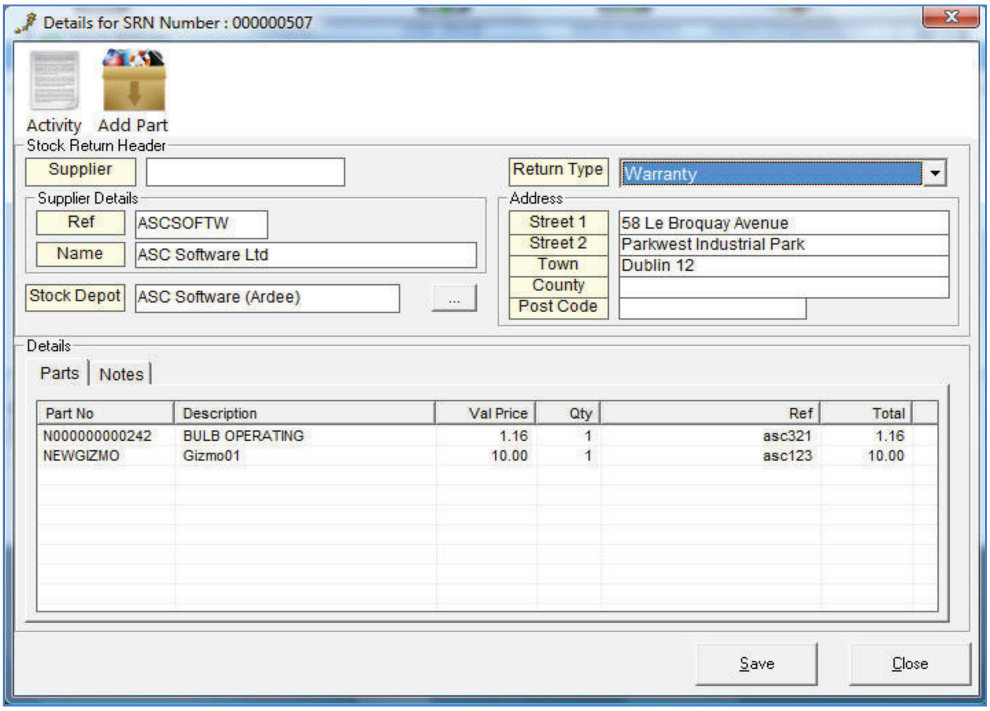


Part Details

More than one item is able to go on a Stock Return Note once these items are available for return in the system.

After adding an item to the Stock Return Note simply click ***Add Part*** to add another item onto it.

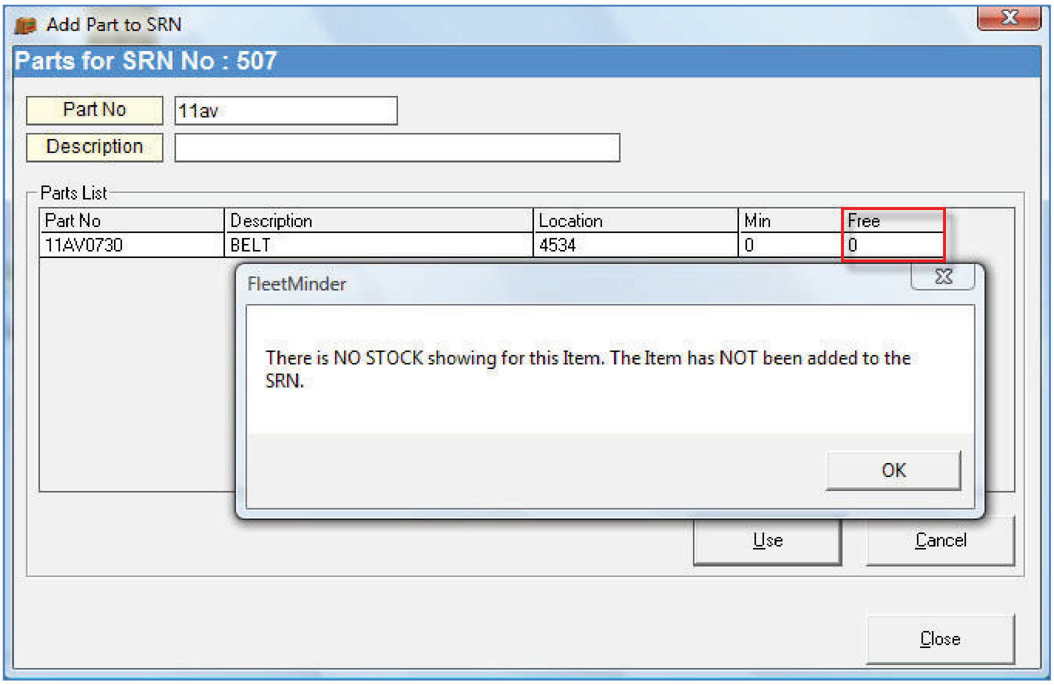
Click ***Save*** to exit out of the Stock Return Note.



Multiple Parts on the Stock Return Note

Adding a stock item that is no longer in stock

If a Part has no free items in stock (i.e. the *Free* field displays 0) then the system will not allow you to use this part in the Stock Return Note.



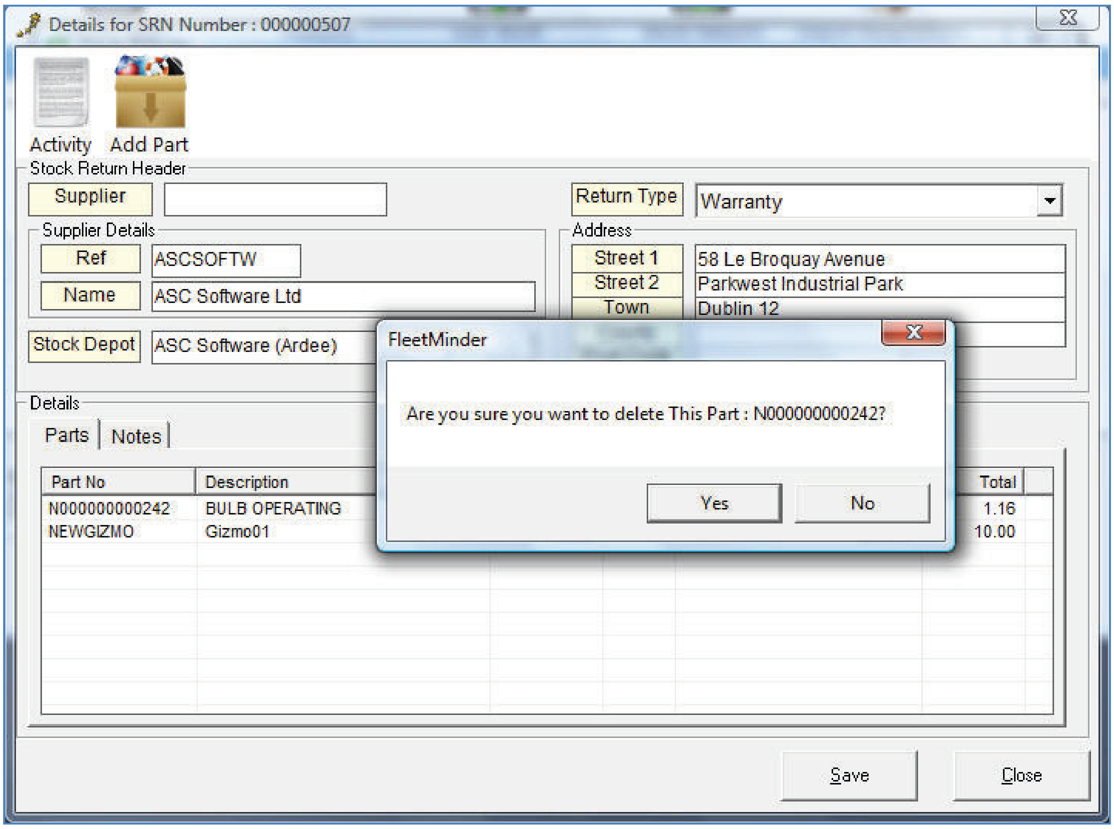
No Bin Stock to Return

After you click ***Use***, the system will display the message:

"*There is NO STOCK showing for this Item. The Item has NOT been added to the SRN.*"

Delete a Part off the Stock Return Note

If you decide that an item needs to be removed from the Stock Return Note, ***Right-Click*** once on the item in question.



Delete a Part

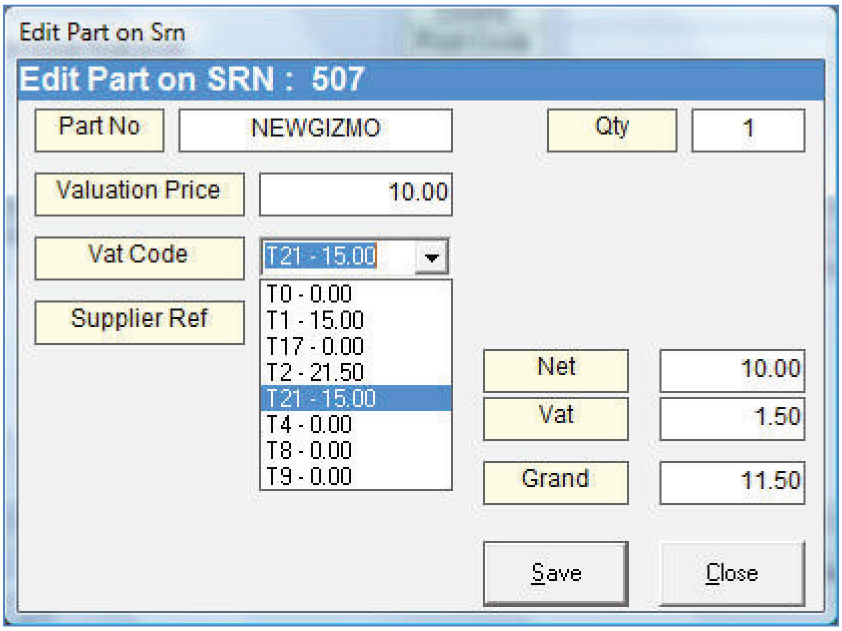
The system will ask "*Are you sure you want to delete This Part:*" and it will display the part number that you selected.

If you do not wish to delete this item, click ***No***.

If you do wish to remove the item from the Stock Return Note, click ***Yes***.

Edit a Part on the Stock Return Note

Double-click on the relevant part that you wish to alter on the Stock Return Note.



Change the VAT Code

This will open an *Edit Part on SRN* screen.

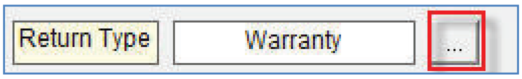
You can alter the *Valuation Price*; select a new *V.A.T. Code* by picking an alternate one from the drop down selection, type in a new *Supplier* and the *Net*, *V.A.T.* and *Grand* total.

Once all items that need to be altered have been adjusted accordingly, click ***Save*** to ensure that they system stores the altered information on the Stock Return Note.

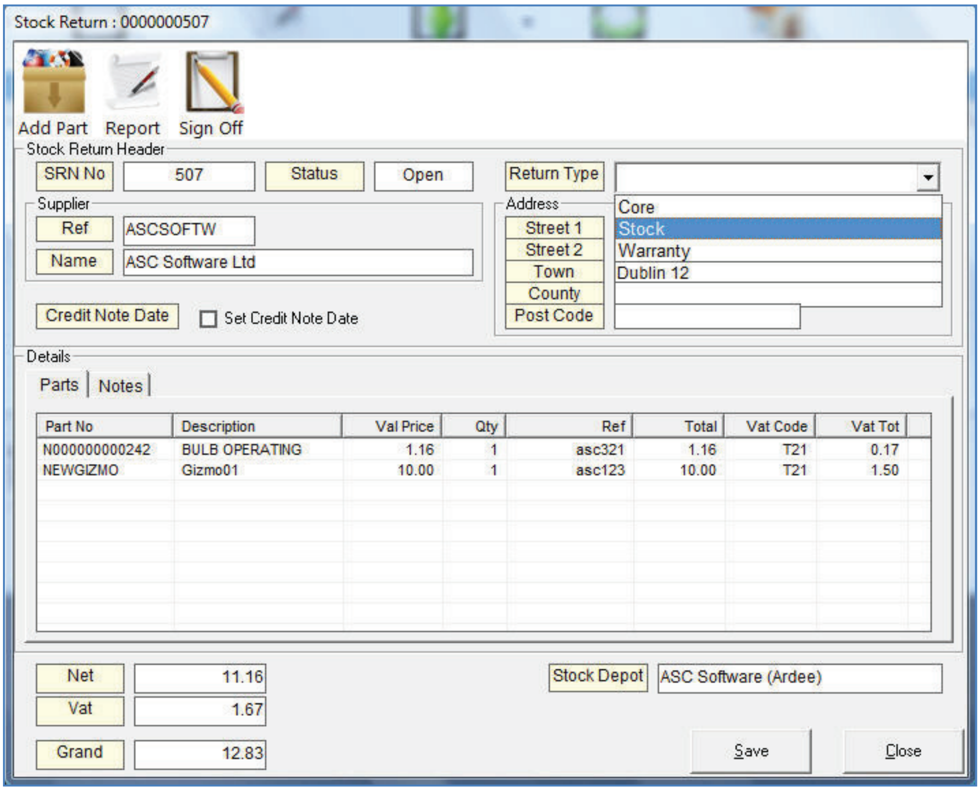
Otherwise, click ***Close*** to exit without saving the updated information.

Change the Return Type on an Open Stock Return Note

After opening the relevant open Stock Return Note, click on the button to right of the text box displaying the current *Return Type*.



This will open a drop down box of available Return Type values.



Change the Return Type

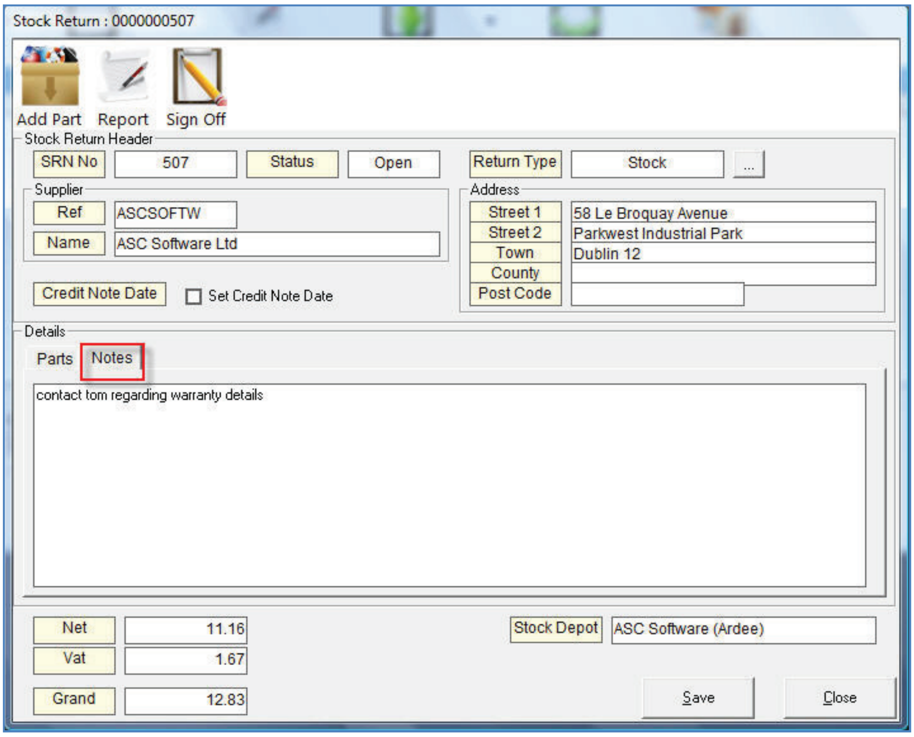
Click on the required return type to select the value.

Click ***Close*** to exit without saving the alterations.

Click ***Save*** to exit and save the details.

Add a Note to the Stock Return Note

On the Stock Return Note, click on the *Notes* tab.



Add a Note

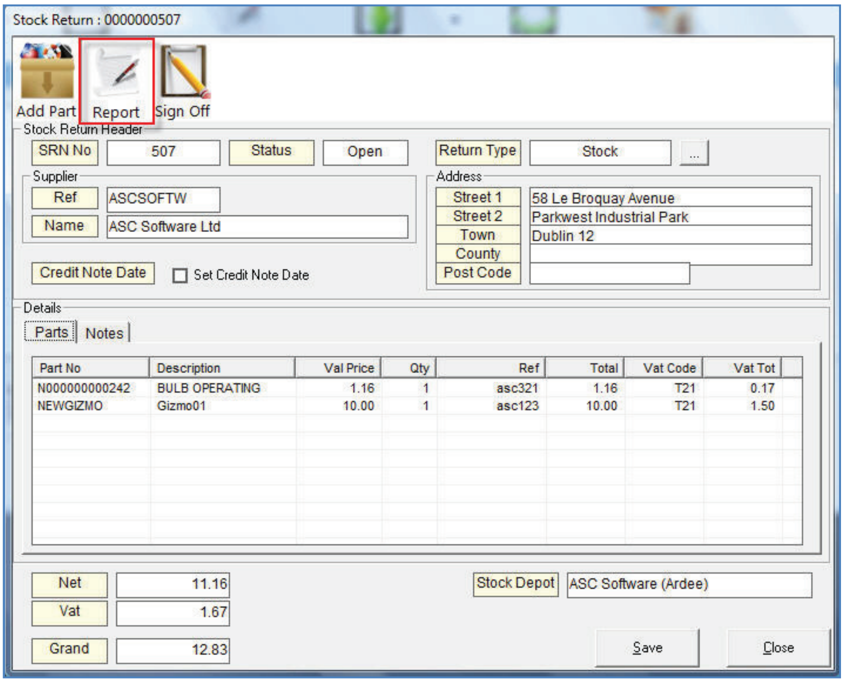
You can type in any note as reference on the Stock Return Note

Click ***Save*** to exit and save all the details that you have altered.

Click ***Close*** if you wish to exit without saving the details.

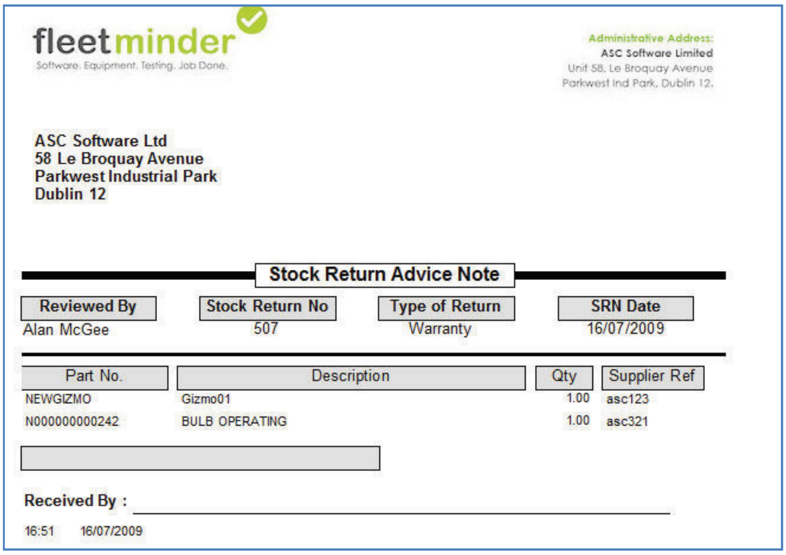
View a Stock Return Note Report

From the main Stock Returns section, open the relevant Stock Return Note.



View SRN Report

Click ***Report***.



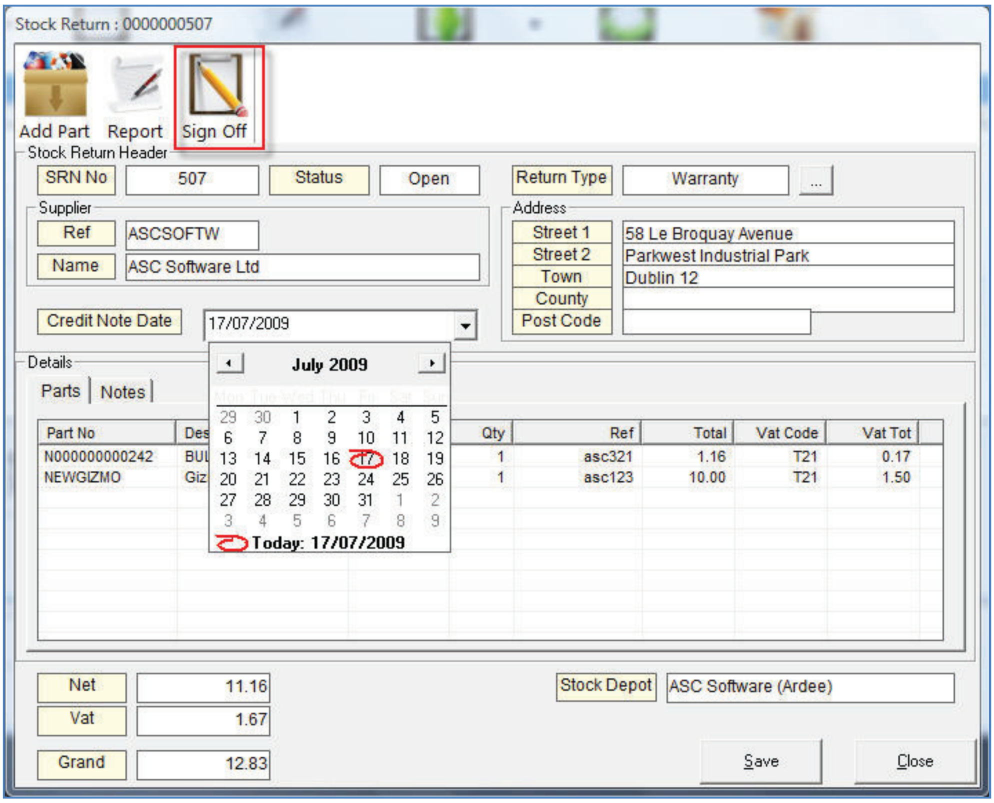
Stock Return Advice Note

A *Stock Return Advice Note* is displayed.
It displays who the stock is being returned to, who reviewed the stock return, what the type of return is, the date, the items that are being returned and any notes.

As with all reports this can be printed and then once the goods are received by the supplier, it can be signed to complete this stage of the process.

Sign Off a Stock Return Note

In the *Stock Returns* section, open the Stock Return Note that you would like to sign off.



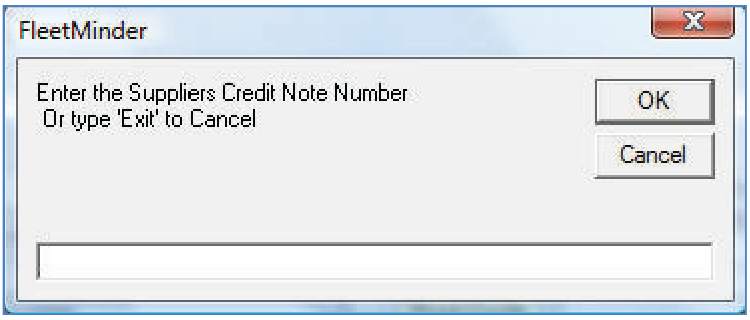
Sign off a Stock Return Note

To sign off the Stock Return Note you must set the *Credit Note Date.*

Tick the ***Set Credit Note Date*** box and today's date will automatically appear.

If you need to alter it to another date, either type in the date or click the drop down box to display a full calendar. Click on the date you wish the *Credit Note Date* field to display.

Once you have selected the right date, click ***Sign Off***.



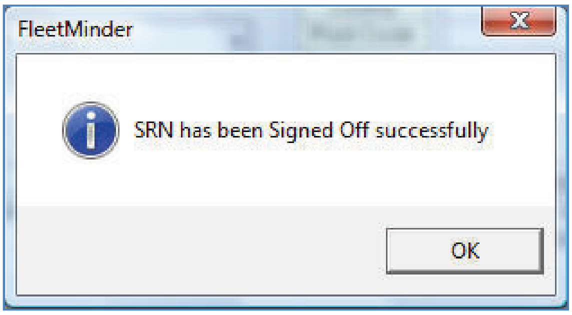
Supplier's Credit Note Number

A message will appear asking you to enter the Supplier's Credit Note Number. Type this into the text box provided.

If you make a mistake and wish to clear the box, click ***Cancel***.

If you want to exit this section without actually signing off the Stock Return Note, type *Exit* (it can also be written all in upper case or all in lower case; any other format and the system will take it as the actual Supplier's Credit Note number) and then click ***OK***. You will return to the Stock Return Note without it being signed off.

Type in the Supplier's Credit Note and then click ***OK***.



SRN Successfully Signed Off

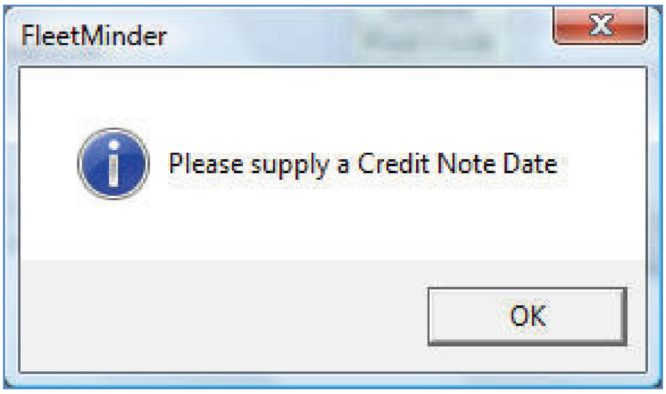
If the system has signed off the SRN correctly a message will appear: "*SRN has been Signed Off successfully.*"

The status of this Stock Return Note will now changed to *Closed*. If you wish to view this Stock Return Note again, click on the *All Closed Returns* status.

All Closed Returns

Stock Return Note without a Credit Note date

If you click ***Sign Off*** without having set a Credit Note Date, the system will generate an error message saying "*Please supply a Credit Note Date*".



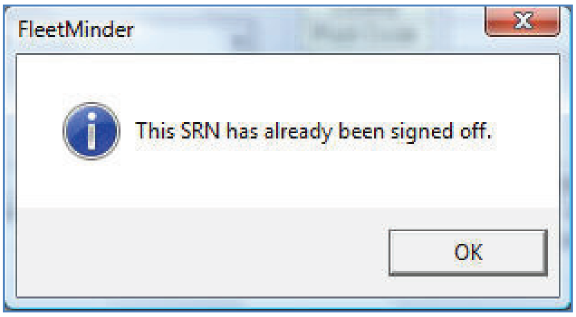
Credit Note Date

If this message appears, click ***OK*** and then click ***Set Credit Note Date*** tick box to access the calendar facility to set a date.

You will then be able to sign off the Stock Return Note as normal.

Can a Stock Return Note be signed off more than once?
Can I sign off a Closed Stock Return Note?

If you try to sign off a Stock Return Note that has already been signed off, that is; one with *Return Closed* status, then the system will display the message: "*This SRN has already been signed off*" as you cannot sign a Stock Return note off more than once.



SRN Already Signed Off